



**Official Application
IBE Program Provider**

**CONTACT
INFORMATION**

List the information as you wish it to appear in IBE Program Provider listings.

Use this form to apply to be an Approved Program Provider for the Outreach Program for the International Institute for Bau-Biologie™ & Ecology (IBE). Before registration acceptance, IBE will require that a complete presentation and all handout material be submitted for review.

Registration for program providers will be invoiced a one-time fee of \$260 for review of your course material. If you change the course material by more than 25%, a fee of \$100 will be required to re-approve the material.

**PROGRAM
DEVELOPMENT AND
CONTENT**

Demonstrate that you have an effective process in place to determine needs, develop and design programs based on adult learning principles, and that adhere to the Building Biology Principles and Practices.

Please mail or email application to: IBE, P.O. Box 738, Lyles, TN 37098 or outreach@buildingbiology.net

Please provide the necessary information for IBE to consider your application:

Company/Organization Name

Point of Contact

Alternate Point of Contact

POC email

Alternate email

POC Telephone

Alternate telephone

POC Fax

Alternate Fax

POC Address

Alternate Address

Web site address:

IBE Approved Program Providers (APP)

In order to perform the required functions of the **International Institute for Bau-Biologie® & Ecology (IBE)**, it is necessary for IBE to forge agreements with outside individuals.

The Approved Program Provider (APP) for IBE will abide by the following:

- 1) Maintain an active IBE membership
- 2) Full certification either as a BBP or BBEC
- 3) Maintain required CEUs for their level of certification
- 4) Properly represent the mission and goals of IBE;
- 5) Provide a positive professional and responsive image to the clients;
- 6) Work only within their realm of expertise;
- 7) When speaking for IBE, will maintain a positive image
- 8) Present only material approved by the IBE Outreach Program Coordinator
- 9) Successfully sell at least 5 IBE units per year – following the initial one-time requirement of 4 units, commission will be paid per unit sold
- 10) Keep the IBE Outreach Program Coordinator informed of the APP activities

Fees are set as follows:

- a. \$260 – one-time registration fee that includes review of the presentation materials and handouts
- b. \$100 – additional fee required should the presentation material be changed by more than 25%

Commission is set at as follows:

- 10% of all sales that use your referral numbers
- The customer will receive a 5% discount for using your referral number

Participation in the program entitles the APP to the following:

- Listing on the IBE website
- Referrals to people in the area who are seeking program providers
- Listing of the APP programs provided they are submitted in writing (email preferred) at least 1 month before the program is offered

Quality Assurance Statement

I agree to read and abide by the IBE Code of Ethics, and I understand that it is my responsibility to read, understand, and disseminate all information regarding my participation with members of my organization involved with the IBE Program Provider. I understand that I am responsible for the quality assurance of any educational program(s) registered under my name, and that my programs are subject to quality audit, and that I may be removed from the system (forfeiting paid fees) if I am are non-compliant.

POC Name (please print)

POC Signature Date

Applications will not be processed without an authorized signature.

PAYMENT

FEE SCHEDULE VALID THROUGH 8/1/09.

ALLOW SIX TO EIGHT WEEKS FOR PROCESSING. THE OUTREACH PROGRAM DIRECTOR WILL CONTACT YOU REGARDING YOUR APPLICATION.

RETURN APPLICATION AND PAYMENT TO:

IBE
P.O. BOX 738
LYLES , TN 37098

FACSIMILE: 931.670.3576