



"In the Public Interest"

# NAESA International

(National Association of Elevator Safety Authorities International)

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NAESA

Dotty Stanlaske  
Executive Director

**"Celebrating over 20 years of accreditation by ASME to certify Elevator Inspectors"**

September 21, 2008

*<Name and address of Organization presenting training class>*

RE: Request for Approval of Continuing Education Courses

Dear *<Contact Name>*:

Each year, NAESA International must meet rigid standards and pay approximately \$10,000 to maintain the ASME accreditation that enables us to certify elevator inspectors. NAESA's Board recognizes that it benefits our inspectors when NAESA approves organizations such as yours for the purpose of providing continuing education in a location somewhat convenient to the inspector's residence or business. We believe that your organization profits from NAESA's approval of these courses, and would like to present the following proposal for your review:

- NAESA agrees to actively promote approved classes given by *<Name of Organization requesting approval>*, as fulfilling a portion of the Maintenance of Qualifications requirements for recertification of our QEI certified inspectors. Promotion will be through our newsletter, the Progress, and on our website. The number of CEUs for the seminar will be determined once you have provided NAESA with an agenda, speakers' bios, synopsis of each presentation and length of time for each presentation. The date and location of the training event must also be noted.
- *<Name of Organization requesting approval>* agrees to pay NAESA a stipend of \$25 per NAESA QEI certified attendee. The stipend must be submitted, along with the sign in sheet indicating which participants are NAESA QEI certified, within 7 days of the class.

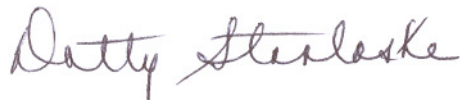
NAESA International reserves the right to attend any approved course, without notice, for the purpose of evaluating the content and quality of the course. If either the content or quality of the course is found lacking, NAESA International will refrain from supporting any future courses given by *<Name of Organization requesting approval>* until all problems have been remedied. NAESA will assist *<Name of Organization requesting approval>* in ensuring that the quality and content of these courses meet NAESA International's standards.

It is our belief that this relationship will greatly benefit all parties— *<Name of Organization requesting approval>*, NAESA International and most importantly, those QEI inspectors who are certified through NAESA International and who reside in the vicinity of *<Name of Organization requesting approval>* offices. By entering into this relationship, NAESA International will be able to provide our inspectors one more avenue to meet their maintenance requirements. This is particularly important in an era when travel is becoming more and more costly thereby making it difficult, if not impossible, for individuals to travel to obtain this education.

Please note that in fairness to the other organizations that have signed this proposal, requests for approval of continuing education classes will not be processed until this proposal has been returned. Until such time as the proposal has been signed and returned to NAESA International, your organization shall refrain from advertising, or otherwise indicating, that any course has been approved by NAESA. **Please note that all requests for approval must be submitted a minimum of 30 days prior to the date the training will be held.**

I look forward to working with you on this joint venture. In the meantime, should you have any questions regarding this proposal, please feel free to contact me. If you are in agreement of this proposal, please sign this document and return to me no later than *<date to be determined>*.

Sincerely,



Dotty Stanlaske  
Executive Director

On behalf of *<Name of Organization requesting approval>*, I agree to the terms and conditions, as they are set forth above:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

