

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)



VOLUNTEER INSTRUCTOR COMPENSATION POLICY

IOA membership benefits when colleagues share their skills and expertise through service as volunteer instructors for PDC-sponsored courses. We believe that it is important to recognize this service by offering in-kind compensation. The following policy applies to all volunteer instructors who conduct courses that are half-day (3 hours) or longer and are conducted on behalf of the **Professional Development Committee**.

Instructors who teach a course will receive credit for a complimentary course (s) of the same duration.

- ✧ ½-day course taught = ½-day course credit
- ✧ 1-day course taught = 1-day course credit
- ✧ 2-day course taught = 2-day course credit
- ✧ 3-day course taught = 3-day course credit

Credit Terms:

1. Credits are **only redeemable for course tuition**. Credit recipients are responsible for all other expenses incurred in redeeming a credit (travel, hotel, etc.).
2. Credits are transferrable **to others within the recipients employing organization**, provided the recipient meets prerequisite course requirements.
3. Credits may be **redeemed for a course of equal length** - or any course combination equal to the full value of the credit. (I.e. a 2-day credit may be redeemed for two 1-day courses – or for two people from your organization that attend a 1-day course.
4. Credits have no cash value and **cannot be sold**.
5. Credits **expire five (5) years from the date they are issued**.
6. IOA reserves the right to **cap the number of credit recipients** enrolled in any course.
7. Volunteers may not earn more than 6 credits in one 12-month period.

PLEASE NOTE

- * Documentation of all credits issued and redeemed are maintained by the Association.
- * A maximum of 2 vouchers may be applied to Foundations in a calendar year.
- * This policy is subject to revision; unused credit balances may be affected.