

CONTRACTING WITH TRAINERS/CONSULTANTS

Prior to conducting a training or consulting project, you must be classified in order to determine how you will be paid. The Training Specialist will assist you in getting classified by administering an email classification survey, compiling the results and working with the SDSU Research Foundation to classify you. The classification decision will be communicated to the trainer/consultant prior to a contract being executed. The general principles below describe the options for classification, and resulting types of contracts.

TRAINERS WITH AN INCORPORATED BUSINESS

If you have a business by which you consult and train for others, and that business is incorporated, the Academy may contract with your business and consider your business as a vendor.

Vendors are paid via a purchase order/invoice process. The Academy will complete a purchase order request and forward that request to the Foundation. A purchase order number will be established by the Foundation and sent to you.

You must, then, submit an invoice on your own letterhead for payment to be issued. The invoice must include:

- Your Business's Name, Address, Phone Number
- Date of Training
- Location of Training
- Amount being Charged for Training
- List Academy for Professional Excellence as Customer
- Purchase Order Number Reference (if you have it)
- Your original signature

The Academy will send you, approximately a month before your training date, a cover letter with a:

- Scope of Work document providing specific training details
- Directions to the training facility
- Hotel accommodations available in the training area

You will sign the Scope of Work and return it to the Academy. You may also return, at the same time, an invoice on your company's letterhead, which we will hold until the day after your training, and then submit it to the SDSU Foundation for payment, or you may wait until after your training occurs to submit your invoice.