Workshop/Webinar Guidelines

PAR is pleased to provide proprietary product training workshops to help our Customers become knowledgeable about the PAR products they use and to introduce new customers to the features and benefits of our products. The following guidelines pertain to stand-alone workshops (not those provided at national/state/specialty conventions).

1. A guaranteed minimum of 25 attendees is required to schedule a workshop.

2. The workshop will be subject to a fee or required purchase of related materials. Please contact our Clinical Assessment Consultants at 1.813.449.4021 for more information.

3. If multiple school districts or organizations co-sponsor a workshop, the lead district/organization is responsible for managing and handling the purchase requirement. PAR cannot allocate credit among districts/organizations.

4. Districts/organizations that request that the instrument author conduct the workshop should be prepared to pay any honorarium the author requires for his or her participation. However, PAR will pay the author’s travel costs, including airfare, ground transportation, parking, hotel stay, meals, and incidental expenses. Any payment made to an author is in addition to the workshop fee.

5. Please allow PAR at least 4 weeks to schedule and plan the workshop.

6. If the workshop sponsor wishes to award NASP or ASHA continuing education credits for the workshop, he or she must work with PAR to ensure that reporting requirements are fulfilled for all workshop attendees.

7. Webinars are free of charge, but we generally cannot award continuing education credits for their completion.