

SAMPLE
Co-Providership Agreement
between
(YOUR ORGANIZATION)
AND

The purpose of this agreement is to establish and maintain mutually agreed upon provisions for co-providing continuing nursing education.

Education Activity Title: _____

Dates Offered: _____

Facility/Location: _____

When entering an agreement to co-provide a workshop/conference, (YOUR AGENCY) is guided by the organization's policy governing co-providership. (*reference policy number*).

Items to be shared:

- Determination of objectives and content
- Selection of faculty/content specialists
- Publicity and mailing
- Facility arrangements
- Meals and/or refreshments
- Transportation
- Audiovisuals
- Conference handouts
- Registration fees
- Cancellations and refunds
- Financial Items, honorariums, expenses
- Other _____
- Other _____

Assigned to:

Either party may cancel this agreement upon written notice, given at least two (2) months in advance of the educational activity. (*Insert language appropriate to YOUR AGENCY*)

Approved by:

(Your Agency Rep Signature)

Date

(Co-Provider Agency Rep Signature)

Date