

Memorandum of Understanding

1. **PARTIES:** This Memorandum of Understanding (MOU) is entered into by and between the Heart of America (HOA) chapter of the International Code Council, Inc. (ICC), and the Kansas Electrical Education Review Committee (KEERC).
2. **PURPOSE AND SCOPE:** The purpose of this MOU is to describe the parties' intentions regarding a joint venture relating to the creation of a continuing education review and approval board. The parties intend to explore a joint venture that would allow them to work cooperatively to provide a centralized mechanism for the review and approval of continuing education that could be recognized for the purpose of trade license renewal for master and journeyman electricians as required by Kansas State Statute 12-1526.
3. **LEGAL EFFECT:** This document expresses the intention of the parties regarding joint approval of continuing education courses. It does not create any legal obligation or responsibility by or on behalf of any of the parties. None of the parties shall take institute or pursue any legal or other proceedings to attempt to enforce any provision of this MOU.
4. **STEERING PRINCIPLES:** The parties intend, in order to promote the public interest, to work to identify a system to allow them jointly to review and approve continuing education courses, to provide a public calendar indicating when and where approved classes will be available and to provide a verifiable system of student attendance to document contact hours. In developing such a system, the parties agree that the following principles will be followed:
 1. The parties agree to work cooperatively in good faith and to reach out to affected stakeholders, in a manner to be agreed upon by the parties, as discussions between the parties proceed.
 2. The system would recognize a review board for electrical continuing education hereinafter known as the Kansas Electrical Education Review Committee (KEERC).
 3. HOA shall have 2 (two) voting members on the KEERC.
 4. KEERC will voluntarily act as the clearinghouse for all administrative functions of the KEERC, to accept applications for continuing education on behalf of HOA, to provide a public calendar on their web page of all approved courses, and to maintain records. KEERC agrees to furnish these services as a public service at no charge to the HOA, notwithstanding that KEERC may charge to those presenters wishing to have their continuing education reviewed and calendared whatever application fee they deem appropriate to cover their administrative costs to act as clearinghouse.
 5. Approval of continuing education by the KEERC shall be by simple majority.
 6. Approval of any continuing education course will be based on a standard criteria-of-approval agreed upon by all parties.
5. **LIMIT OF AUTHORITY ACKNOWLEDGEMENT:** All parties acknowledge that any approval of continuing education by the KEERC is nonbinding on any Kansas jurisdiction for the purpose of license renewal, and further acknowledge that HOA's participation in the MOU is in no way binding on any individual HOA member or their employer nor on any KEERC voting member or their employer.

6. STAFF SUPPORT FOR ACTIVITIES: The parties intend that each would provide the necessary number of qualified and competent volunteers and staff required to support the activities described in this MOU.

7. TRAVEL EXPENSE REIMBURSEMENT: The parties intend that each organization would be responsible for the meeting and travel expenses incurred by its staff and volunteers (in accordance with their respective rules) that are incurred as a result of code development and maintenance activities related to the codes referenced in this MOU.

8. TERM: This MOU shall take effect immediately upon ratification by the HOA Board of Directors, and the KEERC members. It shall remain in effect until and unless terminated as provided herein, or until it is superseded by subsequent agreement of the parties.

9. TERMINATION: This MOU may be terminated by any party upon 30 days written notice. Such notice shall indicate the reasons for requesting such termination.

AGREED TO BY:

THE BOARD OF HEART OF AMERICA CHAPTER OF THE INTERNATIONAL CODE COUNCIL
(President)

Date: _

THE Kansas Electrical Education Review Committee
(Chair)

Date: _