UNIVERSITY OF CINCINNATI (UC)
CASE PLANNING (CP)
TRAINING-OF-TRAINERS (TOT) MEMORANDUM OF UNDERSTANDING

Under this Agreement, ___________________________ (PRINT AGENCY TRAINER NAME), from ___________________________ (PRINT AGENCY NAME), I consent to the following:

(a) I acknowledge and understand UC’s Case Planning (CP) training-of-trainers’ protocol as outlined in the attached description.

(b) I forfeit all rights to train UC’s Case Planning (CP) material upon termination of employment with the contracting agency, full-time, part-time or contractual, unless specific permission is granted by the University of Cincinnati Corrections Institute (UCCI).

(c) I will not train UC’s Case Planning (CP) material outside the scope of my current employment, unless granted permission by the University of Cincinnati Corrections Institute (UCCI).

(d) Upon completion of each training session, I will submit the names/titles/email addresses of all trainees who completed the full end user training (if applicable, identifying pass/fail status of certification exam) to the University of Cincinnati Corrections Institute (UCCI) via email at corrections.institute@uc.edu.

(e) I recognize that the University of Cincinnati holds ownership and copyright of UC’s Case Planning (CP) training material, and as such I will abide by all copyright laws and restrictions as outlined in the training manual.

_________________________       _______________
Trainee          Date

_________________________         _______________
University of Cincinnati Representative     Date