

COURSE ADMINISTRATION TIMELINE

Required Time (business days)	Required Action
90 days prior	<p>Determine the course your chapters wishes to hold, secure a location and instructor.</p> <p>Send <i>Class Request Form</i> and <i>Chapter Coordinator Security and Confidentiality Agreement</i> to NAIFA Headquarters via fax at 312.673.6652 or via email at info@naifa.com.</p> <p>The National Office will then submit any necessary state approvals and post your class on www.naifa.com.</p> <p><i>The National Office cannot guarantee any state approvals for Class Request Forms received less than 90 days in advance.</i></p>
6 weeks prior	A marketing email about your class will be sent from the National Office.
4 weeks prior	A second marketing email about your class will be sent from the National Office.
5 days prior	The National Office will send you a reminder to order your class materials. At this time, an electronic Attendee Information Sheet must be submitted for any pre-class certificates.
3 days prior	Rush delivery charges apply for any material orders not placed through the FedEx Kinko's DocStore. These charges also apply to any pre-class certificates requested at this time.
1 - 2 days prior	Class material should be received. Please notify the National Office if any changes are necessary.
Class Day	Register any walk-in students and collect any outstanding registration fees. Have students sign-in using the class sign-in sheet.
5 days post	<p>Return the materials listed below to the National Office:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A final <u>electronic</u> Attendee Sheet should be emailed directly to NAIFA Headquarters at info@naifa.com. This sheet is required for invoicing and mailing certificates (for last-minute registrants). <input type="checkbox"/> The sign-in sheet may be mailed or faxed directly to the National Office at 312.673.6652. <input type="checkbox"/> The Instructor Honorarium and Expense Forms may be mailed or faxed directly to the National Office at 312.673.6652. <input type="checkbox"/> Exams, if applicable, must be mailed directly to the National Office. <input type="checkbox"/> USPAP Tracking Forms, if applicable, must be mailed directly to the National Office.
10 days after materials are received.	Invoice is sent to chapter with balance due upon receipt of post-class materials.
30 days post	Final balance to the National Office is due.