CAAHEP & ARC/STSA Site Visitor Agreement

**This Agreement is made and entered into, effective** Enter Date**, between CAAHEP, the ARC/STSA and** Enter Name of Site Visitor **(hereinafter referred to as “Site Visitor”).**

1. Site Visitor shall personally render services to CAAHEP & the ARC/STSA as follows:

* Participate in site visits as agreed upon between the ARC/STSA and Site Visitor
* Review materials in preparation for each site visit
* Prepare or participate in the preparation of the Confidential Report (site visit report) for each site visit; the site visit report will be the property of the ARC/STSA
* Participate in any accreditation proceedings related to each site visit
* Cooperate with the ARC/STSA and participate in any arbitration or litigation relating to any accreditation decisions relating to each site visit, if needed
* Abide by all policies and procedures of CAAHEP and the ARC/STSA relating to on-ground and virtual site visits, particularly those relating to confidentiality and security of interviews and information received as a Site Visitor, record retention and destruction policies and other policies of the accreditation process
* Participate in any required training the ARC/STSA conducts to prepare Site Visitors, including for specialized training for virtual site visits, as applicable.

1. Site Visitor will coordinate performance of Services with the Executive Director or other ARC/STSA staff as the ARC/STSA may designate.
2. The ARC/STSA shall reimburse the Site Visitor for reasonable meal, travel, and accommodation expenses upon submission of satisfactory documentation. Reimbursement for these expenses shall be made not later than thirty (30) business days following receipt of Site Visitor’s expense documentation. Expenses related to a virtual site visit must be approved in advance by the ARC/STSA.
3. Services will be rendered by Site Visitor as a volunteer and not as an employee of the ARC/STSA. Site Visitor understands and agrees that, as a volunteer, Site Visitor is not eligible for any compensation, benefits or statutory insurance coverage (including, without limitation, workers and unemployment compensation benefits) provided to the ARC/STSA employees.

4. CAAHEP will maintain liability insurance providing indemnification and defense of Site Visitors for actions brought by third parties relating to site visits and accreditation.

5. Prior to each site visit, Site Visitor will advise the ARC/STSA of any actual, perceived and/or potential conflict(s) of interest related to Site Visitor’s performance of the Services.

6. This Agreement contains all of the understandings between the parties and supersedes all prior understandings or agreements relating to the Services. There are no related oral or written collateral representations, understandings or agreements. This Agreement may not be modified or amended except by a written instrument executed by both parties.

7. This Agreement shall not be binding upon the ARC/STSA until it is signed by a duly authorized representative of the ARC/STSA.

8. All terms and provisions of this Agreement shall be governed and construed by the laws of the State of Illinois, where CAAHEP is incorporated, and the State of Colorado, where ARC/STSA is incorporated, without regard to the laws of any jurisdiction wherein Site Visitor may reside or perform services hereunder.

9. Site Visitor hereby assigns all rights, title, interest, copyright, and any renewal rights to the ARC/STSA for any work produced or created by Site Visitor in performance of the Services.

10. This Agreement and the parties’ obligations hereunder shall terminate upon five (5) days’ written notice of either party.

**ARC/STSA Site Visitor**

By:

[typed or digital signature image]

Title:

Date: Date: