



University of Arkansas for Medical Sciences
4301 West Markham, Slot 755
Little Rock, Arkansas 72205
Phone: 501.615.5791
Fax: 501.526.8199
Email: tipsforgreatkids@uams.edu
Website: www.psychiatry.uams.edu/tips

Dear

Welcome to TIPS for Great Kids! We are excited that you have made the decision to become a TIPS Center. We are passionate about providing early childhood professionals with current literature and community resources that focus on child development and effective parenting. Today, many parents are challenged by the demands of parenting. TIPS for Great Kids helps with those challenges!

As a TIPS Center, you receive initial training for your teachers and coach(es) to get you started. Each person receives a training guide and lunch is provided. You also gain access to a series of online TIPS trainings to help your staff learn about all of the TIPS topics. Your TIPS Coach receives valuable information and support materials designed to make TIPS a success in your program!

Thank you for providing us with a great overview of your program and staff. The information you gave us helps with the successful coordination of your TIPS training. If you have any questions or comments regarding the TIPS training, please call Sharon Clark, our Outreach Coordinator, at 501.615.5791. Again, congratulations on becoming a TIPS Center! We look forward to meeting you and your staff!

Please find the enclosed forms: training requirements and checklist, MOU, order form, and shipping form. Complete each form and return them to our office. Once your registration information is received, we will set your training date and send your confirmation information.

Sincerely,

The TIPS Team



TIPS Training Requirements and Registration

Basic Training Information

Training Date:

Training Location:

Trainer:

Coach Training Information

Training Date:

Training Location:

Trainer:

Training Forms

The following forms are included in your packet. Please complete the following forms:

- ☐ Memorandum of Understanding (MOU)
- ☐ Order form with attached Materials Distribution List
- ☐ Shipping and Training Site Instructions

Please print copies of the following forms for each participant who will attend either the Basic or Coach training. Have each participant complete the form and return to you:

- ☐ Participant Registration Form (This form applies to coach and basic trainings)

Make sure to:

- ☐ Select at least one individual to serve as TIPS Coach for your program.
Name(s) of TIPS coach(es):
- ☐ Have TIPS coach(es) complete a training registration form.
- ☐ Have the teacher and teacher assistant in each TIPS classroom complete a training registration form.
- ☐ Return all forms at the same time by:
- ☐ Send forms to:

Jamie Singleton
4301 W. Markham; Slot 755
Little Rock, Arkansas 72205
501.526.8340
Fax: 501.526.8199
Email: TipsforGreatKids@uams.edu

TIPS Materials

Your purchase of TIPS training and materials entitles you to a one-year, renewable membership for:

- Technical assistance and support.
- Secure access to TIPS website pages for teachers and coaches.
- New TIPS topics.
- Forum to connect with other TIPS users.
- Materials and tools for implementing, marketing, and maintaining TIPS in your center.

TIPS Materials for use only by TIPS trained & authorized TIPS practitioners.

TIPS for Great Kids!

MEMORANDUM OF UNDERSTANDING

All agencies, school systems, and other entities (“Agencies”) whose personnel will use a TIPS for Great Kids program must agree to the terms and conditions on which the University provides this program. The administrator or other person having authority to sign contracts on behalf of the Agency (“Authorized Person”) should read, sign, and date the following Agreement to Terms and Conditions and return it to the training sponsor listed at the bottom of this Agreement for receipt prior to beginning to use the program.

This AGREEMENT by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas for Medical Sciences’ College of Medicine - Department of Psychiatry, TIPS for Great Kids Program, hereinafter referred to as the University and _____ hereinafter referred to as the Agency.

WHEREAS, Patti Bokony, Ph.D., is the creator of a certain copyrighted works of authorship more aptly described as Teaching Important Parenting Skills Program (the “Work”) and such work is based upon and/or incorporates a pre-existing work of authorship created by Author (the “Pre-existing Work”); and whereas University possesses and maintains a copyrighted work of authorship more aptly described as **“Teaching Important Parenting Skills”** (TIPS) which has been authored or developed by its employee Patti Bokony.

WHEREAS, the agency wants to use the Work for educational purposes; NOW THEREFORE, based upon mutual agreement, the parties agree as follows:

1. Warranty and Liability.

University provides the Work “AS IS,” without any warranty of merchantability or of any other type. University expressly disclaims any warranty or representation that the Work will achieve any particular results. In no event shall the University be liable for any consequential, incidental, special, punitive or other damages arising from use or inability to use the Work.

2. Training Participants, Training, and Materials.

Only those persons who have completed the training conducted by the University’s authorized trainers are authorized to use the Work. No other person is authorized to use the Work. **Persons who have completed the University’s Basic or Coach training may not train other persons in the use of the Work.**

The University grants to persons authorized to use the Work a limited, nonexclusive, and nontransferable license to conduct the Work, use, distribute and display the Work’s copyrighted materials and use the University’s proprietary trademarks solely in the course of and for the purpose of providing the Work in accordance with the following Terms and Conditions.

And

The University offers training at the Basic and Coach levels. Upon purchase of the trainings by the Agency, each participant is required to sign the Participant Agreement that indicates understanding of; and an agreement to the above clause and shall be attached and made a part of this agreement.

Upon purchase of the training by the Agency, the University will provide:

- Participant training guides
- Lunch for training participants and trainer(s)

The Agency will:

- Adhere to terms and conditions of this document
- Fill out all necessary paperwork and return to:

Jamie Singleton
4301 West Markham, Slot 755
Little Rock, AR 72205
Fax: 501.526.8199
Phone: 501.526.8340
Email: jcsingleton@uams.edu

TIPS toolkits ("Toolkits") and *What the Experts Say* manuals ("Manuals") are available for purchase at the time of registration; or within 90 days after completion of training. After 90 days, the Agency staff previously trained are required to purchase and attend a supplemental training course in order to be eligible to purchase and use Toolkits and/or Manuals. The Agency is not required to purchase Toolkits and/or Manuals; however, the number of Toolkits or Manuals purchased by the Agency cannot exceed the number of training participants.

If the Agency purchases Toolkits and/or Manuals, the recipient of each Toolkit and/or Manual must be designated in writing. The Agency is responsible for any and all shipping and handling fees for returning undesignated Toolkits and Manuals.

3. License Rights.

The University shall have exclusive right to license the Work to third parties, including, without limitation, the rights described in Section 4, and the non-exclusive right to license the Pre-existing Work to third parties as a part of the Work but only to the extent that the Pre-existing Work is incorporated into the Work.

Except as provided in Section 1 of this Agreement, Author retains all rights, including the copyright therein, to the Pre-existing Work.

The University shall have the right to license, sell, or otherwise dispose of the following right in the Work; foreign rights; translation rights; dramatic, motion picture, and television rights; broadcast by radio; recordings; electronic, mechanical, and visual reproduction; computer programs; microprint, microfiche, and microfilm editions; syndication rights; permission rights (quotations, excerpts, illustrations, etc.); any other rights to the Work not specifically enumerated; and otherwise utilize the Work and Work based on the Work.

4. Department of Psychiatry Rights of Control and Credit.

- a. Department of Psychiatry shall retain control of the substantive and intellectual content of the Work.
- b. Department of Psychiatry shall receive named credit as author or developer on all reproductions, distributions, performances, displays, or transmittals of the Work.

5. Term and Termination.

- a. This Agreement shall remain in effect for one (1) year unless terminated earlier in accordance with this Section 5. Upon expiration of the term and any renewal term(s) agreed upon pursuant to Section 5c, or upon earlier termination in accordance with Section 5b), the rights granted in the Work shall revert to those provided to joint owners under law.
- b. The Work shall be considered to be "in use" if it is made available by the University for distribution or transmission, offered for sale or licensed for distribution, transmission or sale during the term of this Agreement. If the University fails to keep the Work in use and the other party makes a written request to terminate the Agreement, the University shall notify the other party in writing of its decision in the matter within sixty (60) days after receipt of the written request. If the University elects to keep the Work in use, it shall have six (6) months thereafter to comply. If the University elects not to keep the Work in use or fails to comply with the six (6) months deadline (unless the failure is due to circumstances beyond control), then this Agreement shall terminate. If either party elects to terminate this Agreement for any reason, it must provide the other party sixty (60) days notice. Agency will discontinue use of the Work upon the sixty (60) day notice period.
- c. Upon the expiration of the term of this Agreement, the parties may agree to renew this Agreement for an additional one-year term, upon the same terms and conditions as set forth herein.

Signatures:

The Agency

Project Director

Date

University of Arkansas for Medical Sciences
College of Medicine, Dept. of Psychiatry

Patti A. Bokony, Ph.D.
Project Director *TIPS!*

Date



TIPS Order Form (Materials for use only by TIPS trained & authorized practitioners)

TIPS Toolkit (for trained provider)	Price*	Qty	Total
<ul style="list-style-type: none">Full, boxed set of parent tip cards (10 parenting tip cards and 1 quick reference card for each topic with topic dividers and sub-dividers).<i>What the Experts Say</i> Manual1-year subscription to new <i>TIPS</i> topics, updated parent and teacher indices, and marketing and implementation materials and tools.Secure access to training and marketing tools on the TIPS website. <p>See page 2 for Materials Distribution section.</p>	\$420		\$
Subtotal			\$

What the Experts Say (Manual only)	Price*	Qty	Total
<i>What the Experts Say</i> Manual	\$120		\$
Subtotal			\$

Training		
Description	Price	Total
Basic Training (1 day, Group size 10-20)	\$3000.00	\$
Basic Training (1 day, Group size 20-25)	\$3500.00	\$
Basic Training (1 day, Individual; Group size up to 20)	\$175.00	\$
Coach's Training (2 days, Individual)	\$300.00	\$
Family Map Training (6 hours)	TBA	\$
Training Subtotal		\$

Supplemental Items			
Description	Price	Qty	Total
50 parent tip cards and 1 quick reference card per topic (see re-order form to indicate topics and numbers of sets).	\$6.00		\$
Tip log (spiral bound with duplicate copy)	\$12.00		\$
Resource Booklet	\$8.00		\$
<i>TIPS</i> Banner	\$30.00		\$
Supplemental Subtotal			\$

Subtotals of All Sections	Subtotals
TIPS Toolkit subtotal	\$
TIPS <i>What the Experts Say</i> Manual (only)	\$
TIPS Trainings subtotal	\$
TIPS Replenishment and Supplemental Items subtotal	\$
Total	\$
*Shipping costs for materials will be included in the final invoice. Estimated shipping costs are \$15 per toolkit; \$10 per "What the Experts Say" manual.	

Director's Signature _____

Date _____

List each participant's name in the respective column. Indicate whether each participant receives a *What the Experts Say* manual or a TIPS Toolkit. Return this form with the other registration forms. When materials are distributed at training, each participant is required to sign in the SIGNATURE column indicating that they received their materials.

Location:

[illegible]

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TIPS Shipping Instructions and Training Site

Training Date:

Training Time:

Shipping Site:

Tool kits and training materials will be shipped during the week prior to the scheduled training. Please arrange a secure location to store the materials prior to the training date.

Name of Shipping Site:

Street Address for Shipping Site:

Name of Shipping Site Contact:

Phone Number of Shipping Site Contact:

Your Agency Information

Name of Agency:

Agency Address:

Primary Agency Contact Name & Title:

Primary Agency Contact Person's Phone Number:

Primary Agency Contact Person's Cell Number:

Primary Agency Contact Person's Email Address:

Primary Agency Fax Number:

Secondary Agency Contact

Secondary Contact Person's Name:

Secondary Contact Person's Phone Number:

Secondary Contact Person's Cell Number:

Secondary Contact Person's Email Address:

Training Site Information

Name of Training Site:

Street Address for Training Site:

City/State/Zip for Training Site:

Name of Training Site Contact:

Phone Number of Training Site Contact:

Cell Phone Number for Training Site Contact:

Email Address for Training Site Contact:

Fax Number for Training Site:

**The client is responsible for ensuring that the training materials
to be distributed are at the training site one-half hour prior
to the start of training.**