



Contract Date: \_\_\_\_\_

The following constitutes an official contract between the parties as described herein for a CBTF sanctioned SDP Examination Day.

**EXAMINATION INFORMATION**

TYPE OF ADJUDICATION (CHECK):  Live/In-Person  Video Conference  Video Submission

DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**ADJUDICATOR'S INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE (H): \_\_\_\_\_ CBTF # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**EVENT DIRECTOR'S INFORMATION**

NAME: \_\_\_\_\_ HOST ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE (H): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**TERMS AND CONDITIONS**

*The Host Organization agrees to pay the following fees and expenses (check all that apply):*

**ESTIMATED ADJUDICATOR FEES\***

Live Adjudication (In-Person or Video Conference) \$ 16.00 per hour x \_\_\_\_\_ Hours = \$ \_\_\_\_\_

Asynchronous (Video Submission) \$ 6.00 per exam x \_\_\_\_\_ Exams = \$ \_\_\_\_\_

**TRANSPORTATION**

Car Mileage<sup>‡</sup> \$0.46 per km x \_\_\_\_\_ Kms = \$ \_\_\_\_\_

Not required

**MEAL ARRANGEMENTS**

Meals arranged by Event Director (specify):

↳ Adjudicator to indicate medically necessary dietary restrictions:

CBTF Per Diem \_\_\_\_\_ x \$15 for breakfast + \_\_\_\_\_ x \$15 for lunch + \_\_\_\_\_ + \$25 for dinner = \$ \_\_\_\_\_

Receipt Required  Receipt Not Required

Meals not required

**TOTAL ESTIMATED FEES AND EXPENSES = \$**

**SIGNATURES**

*I agree to conduct the Skills Development Adjudication as per the details listed on this contract.*

Adjudicator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Event Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Adjudicator to sign and return one copy of the contract no later than: \_\_\_\_\_

\* Estimation only. Final contracted fees calculated at conclusion of event.

‡ As calculated by MapQuest, per CBTF policy