



The Institute of Physical Art thanks you for volunteering as an unpaid lab assistant. We are committed to providing you with a learning experience that will enhance your knowledge of the material presented. To qualify to lab assist you must:

- Have taken the course **two** times **or** tested on the course within 3 years AND
- Have been in the course within 3 years

PREPARATION: In preparation for lab assisting, please review the most current course manual. Please note below the version of the manual(s) you own and we will notify you if this version meets the current standard. If there are any sections in the current manual that you are not comfortable with you should notify the lead instructor and refrain from assisting in these labs. Your responsibilities, as determined by the primary instructor, may include lab supervision, serving as a partner to a participant, assisting with audio-visual equipment, or just observing the course. If you are asked a question that you cannot answer, defer to an instructor. Consistency in presentation is vital to maintaining the high quality of IPA courses.

DRESS & CONDUCT: Please be cognizant that as a lab assistant you are representing IPA and should conduct yourself in a professional and courteous manner at all times. As part of the IPA staff, you should wear business casual attire to the course. Please have lab clothing available should we need to place you in a lab pairing. During the course you should refrain from any activity that could be distracting during lectures and labs. If you need to converse during the course please do so outside the class area where participants will not be distracted by your conversation.

EXPENSES: You are responsible for your travel costs when lab assisting. IPA does not reimburse any expenses incurred. Please refer to the IPA website for course schedules and local information.

INSURANCE REQUIREMENTS: Under IPA policy, you must not treat or supervise the treatment of any course participants. You may only demonstrate the evaluation and treatment techniques on or to a participant as it pertains to the section being presented in the course, and as it relates to the lab practical for that section. All lab assistants are required to have personal liability insurance that will cover you outside your clinic in a consulting services role, a copy of which must be on file with the IPA. You will be liable for any incidents at the course in which you are involved.

CEUs: You must be registered in the course to receive CEUs. Lab Assistants do not receive CEUs. If you would like to receive CEUs there is a \$100 admin fee to cover IPA processing and a manual and you must notify IPA and pay the fee **prior** to the course start. You must sign the attendance roster each day at the course.

Proprietary Material: All information presented in IPA courses is the proprietary information of, and copyrighted to, the Institute of Physical Art, Inc. (IPA®). As an unpaid lab assistant, even without payment, you are functioning as an Independent Contractor and agree, at no point in time, during or after any course in which you lab assist, to utilize any material, either published or common knowledge, that is the copyrighted material of the IPA, for any purpose, either in part or whole, without the written consent of the IPA. This is applicable, but not limited to, the use of IPA material for in-services, seminars, conferences, video production, and publications.

Please return this form and your liability insurance by FAX: 970-870-9351 or email to: info@ipafmt.com. You will be notified by email if your request has been approved. The number of assistants allowed in a specific course is based upon registrant ratios and/or facility requirements. Please verify by checking your Upcoming Courses in your account on the IPA website.

Course	City	Dates	Manual Version	SKU	Transcript
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I will be attending each day of all courses: Yes No

If no, please list course and the times and days you will attend: _____

My preferences are to: serve as a partner to a participant, supervise lab performances of participants, mainly observe the course

Liability Insurance expiration date _____ ♦ Liability Insurance Attached Y N ♦ I have lab assisted in last 9 months Y N

I have read, understand, and agree to all the above.

_____ Date

_____ Printed Name

_____ Email

_____ Signature