

# Getting Started as an InterNACHI Partner School

## Step 1: Sign a License Agreement

This allows you to legally use InterNACHI's course content and materials. You will be sent a license agreement via email and you should return it via email as well.

## Step 2: Choose Education

Each jurisdiction has their own licensing or certification requirements. You need to decide whether you will be offering initial licensure/certification courses or continuing education courses, or both. Once you decide which type of education you will be providing please contact Tanya Nascimento at [Tanya@internachi.org](mailto:Tanya@internachi.org) to get set up.

Depending on the location you are in, you may have to go through the process to become an approved instructor with your governing body. This will be discussed when you contact InterNACHI.

## Step 3: Find a Suitable Location/Determine Your Fees

You must find a location that is safe for the general public as well as accessible to those with disabilities. This can be a local library or community college for example. You must pay for any fees associated with renting a location that you utilize.

The fee you charge for your class is entirely calculated and set up by you. InterNACHI does not take any portion of this fee. In exchange, we will list your school on the applicable InterNACHI webpage and we require that each student who takes your class is given a free 6-month membership to InterNACHI if they are not already a member. The link for the free 6 months will be given out directly from

InterNACHI staff. Please have each new student contact [Tanya@internachi](mailto:Tanya@internachi.org) for that link.

## Step 4: Determine Instruction Method

Determine how you will be presenting the course material. This is entirely up to you. One easy method is projecting the online course onto a screen and following along with the course pages. You can also create your own presentation following the content we have provided.

## Step 5: Examination

The students must take a final exam in order to receive InterNACHI credit and credit from their governing jurisdiction. InterNACHI can provide you with a link for the students to take the final exam online and after the course is completed. Contact [Tanya@internachi.org](mailto:Tanya@internachi.org) in order to get the link to any courses you are teaching. Once the student takes the online exam they will automatically be issued a certificate of completion if they pass. If they do not pass, they can retake the final examination as needed. If you would like to set up a paper final exam please contact InterNACHI to determine your options.

## Step 6: Offer Your Class!

Once you have a location, your class presentation method, any necessary jurisdictional approvals, and the courses you are teaching selected, you can offer your class. InterNACHI will list your school on the applicable webpage and you can utilize our InterNACHI School Partner Logo on your marketing materials and website.

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## Step 7: InterNACHI School Support

InterNACHI is here to support you with anything you may need as a partner school. InterNACHI will provide you with course slides and illustrations as well as a set of textbooks and home maintenance books for every student. Each student will be given the resources they need on the path to success. This includes marketing help and the next steps after training. Please feel free to contact us with any questions.