**TAICEP Member Benefits Program (MBP) Guidelines**

revised 9 August 2016

Introduction

The primary reason for having member benefits is to provide TAICEP members with access to discounted or free products and services that will assist them with their jobs as international credential evaluators.

A secondary reason for having member benefits is to develop productive and meaningful relationships with providers who support the mission and goals of TAICEP.

Categories of Benefits

TAICEP will accept a wide range of benefits, some of which may be useful to most members (eg. training, resource materials, etc.) and some of which may be useful to a limited number of members (eg., web development, travel loyalty programs, etc.)

Some categories that may be beneficial to members:

* Web Resources (on-line databases, etc.)
* Subscriptions/Publications
* Association membership
* Online Education (Webinars, etc.)
* Knowledge Communities
* Career Center
* Event Calendar
* Government Advocacy
* Social Media Program
* Travel
* Web Design and Development/Technology

The MBP offer can take any reasonable form. It must represent a genuine benefit beyond a nominal amount. This may vary, depending on the product or service and the magnitude of the normal cost or fee. Normally, TAICEP would expect the discount to fall within at least the 10-25% discount range. The offer may be made in any one of several categories.

Categories that may constitute a MBP offer:

* Percentage discount on a product or service
* A free product or service
* A limited free trial, followed by a discount on continuing use
* Bundled services offered at a discount compared to separate costs

Vetting MBP Providers, Products and Services

Vetting Providers:

Providers must be entities legally authorized to operate in their country of operation. The entity may not espouse, represent or communicate concepts that are contrary to the goals and standards of TAICEP. (Eg. Be a diploma mill or espouse racist or anti-immigrant rhetoric.) If the provider is a TAICEP member, a former TAICEP member, employs TAICEP members or is or was otherwise affiliated with TAICEP, its TAICEP status must be in good standing and without any legal or civil encumbrance.

Vetting Products and Services:

Products and services must be ones that are useful and relevant to TAICEP members as they conduct their jobs as international credential evaluators. The product or service may not be contrary to the goals and standards of TAICEP or relate directly to the provision of credential evaluation services. (Eg. Tennis rackets, coffee beans, falsified documents, international credential evaluations)

Denial of Provider, Product or Service:

TAICEP reserves the right to deny any Provider, Product or Service as part of its MBP for any or no reason. TAICEP is under no obligation to provide the MBP applicant with a reason for denial. Some reasons for denial include:

* Provider does not meet guideline requirements
* Product is not relevant to the work of international credential evaluation
* Product or service is of limited value to a wide number of TAICEP members
* Discount amount is minimal
* TAICEP has too many member benefits of that category

[This is not a comprehensive list of reasons for denial.]

TAICEP Endorsement & Publicity of the MBP Relationship:

* MBP providers may indicate such in their materials.
* Being a MBP provider is not an endorsement of any organization, entity, person, product or service.
* Providing a TAICEP member benefit may not be fashioned or advertised as an endorsement by TAICEP.
* Providers of TAICEP member benefits may indicate that they provide TAICEP members benefits at a discount, special offer, etc.
* TAICEP member benefit providers may use the TAICEP logo and link to the TAICEP website in their promotional materials in clear relationship with the TAICEP MBP. The provider will submit a sample of use of the TAICEP logo.
* TAICEP will display MBP provider logos and links on the TAICEP website.

TAICEP Publicity of MBP Providers:

* From time to time TAICEP may feature a provider, product or service at no cost to the provider.
* From time to time TAICEP may provide MBP providers with paid opportunities to publicize their products and services in publications, on the TAICEP website, at conferences, etc. These activities are at the discretion of TAICEP.

Review of Providers, Products and Services:

From time to time TAICEP will review its member benefit relationships. It may end relationships at any time for any or no reason.

Administration of the TAICEP Member Benefit Program

* The TAICEP Executive Director is responsible for administration of the program and for communication with the MBP providers and for obtaining feedback and suggestions on the program.
* The TAICEP Executive Committee is responsible for final approval, continuing participation or removal of MBP providers, products and services.
* The Chair of the Committee for Membership Outreach is responsible for obtaining feedback and suggestions from membership on the program.
* A one-page application will be made available, via the website, for organizations to apply to become MBP providers.
* The application for TAICEP MBP shall include but not be limited to: name of organization, street address of organization, name of CEO, name and full contact information of TAICEP contact, tax code or other identification information confirming legal permission to operate, list of each product or service to be included in the MBP and accompanying discount or offer, confirmation that guidelines are met, signature, date.
* The Executive Director will review each application and forward to the Executive Committee with a recommendation to accept or reject the offer.
* The Executive Committee will make a decision on the application.
* The Executive Director will inform the MBP applicant of the decision.
* Successful MBP applicants will be informed by the Executive Director and added to the TAICEP website.
* The Executive Director will consult with the Executive Committee regarding periodic review of MBP providers, products and services.

These guidelines are subject to change without notice.

Thanks to Justine Watts, Senior Evaluator, Foreign Academic Credentials Service, Inc. for initial research and design of the member benefit program.

APPLICATION FOR THE MEMBERSHIP BENEFIT PROGRAM (MBP) OF

THE ASSOCIATION FOR INTERNATIONAL CREDENTIAL EVALUATION PROFESSIONALS (TAICEP)

Name of provider organization:

Street address of organization:

Name of CEO:

Name and full contact information of TAICEP MBP contact:

Tax code or other identification information confirming legal permission to operate:

List of each product or service to be included in the MBP and accompanying discount or offer:

* I certify that all of the information provided in the application is complete and correct to the best of my knowledge.
* I certify that I have read the TAICEP Member Benefits Program (MBP) Guidelines and I accept the terms and conditions statement therein.
* I understand that the information provided by The Association for International Credential Evaluation Professionals, Inc. is subject to change without notice.
* I certify that I will inform TAICEP of any significant change in the MBP offer.
* I certify that I will verify TAICEP membership by requesting the date of TAICEP membership expiration before granting a TAICEP MBP discount.
* I hereby release The Association for International Credential Evaluation Professionals, Inc. and its officers, employees and agents from any liability for any loss or damage I may sustain as a result of any actions or omissions of release The Association for International Credential Evaluation Professionals, Inc., whether or not caused by the negligence of the released party, relating in any way to the MBP program.

By signing this Application I agree that any dispute relating to the Application or to the Membership Benefits Program of The Association for International Credential Evaluation Professionals, Inc. shall be governed by Illinois law and shall be heard and resolved exclusively in state or federal courts located in Cook County, Illinois (U.S.A.). I submit myself to the personal jurisdiction of such courts and waive my right to commence any suit, proceeding or claim in any other court or venue. I also waive my right to trial by jury.

Signature:

Name & title:

Date: