



# Course/Certification Notification

*This form is intended for notification of NASAR Courses or Certifications by the Instructor/Lead Evaluator to NASAR and is required for ALL courses & certifications. If notification is NOT received by NASAR, and/or the Instructor/Lead Evaluator does not receive confirmation from NASAR the course will not be recognized as valid by NASAR.*

Fax this completed form to (703) 621-3978 or email to [education@nasar.org](mailto:education@nasar.org).

**Instructor/Lead Evaluator Name:** \_\_\_\_\_

**Instructor/Lead Evaluator Contact:** (Phone and email) \_\_\_\_\_

**Course/Certification Name:**  
\_\_\_\_\_

**Location of Course/Certification:** (City, State) \_\_\_\_\_

**Dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Supplemental Information for NASAR Web Posting** \_\_\_\_\_

**Course/Certification is:**

\_\_\_\_\_ Open to the public (can be placed on the NASAR website)

\_\_\_\_\_ Closed to the public (will not be placed on the NASAR website)

**The Instructor/Lead Evaluator affirms that he/she:**

- Will conduct the approved course and/or certification in accordance to NASAR Policy with NASAR designated materials.
- Will treat each attendee with fair and impartial judgment.
- Will not behave in such a way, or use language that is considered offensive to a reasonable and prudent person.
- Will not use terminology and/or references that are considered discriminatory in terms of sex, age, religion, and race.
- Acknowledges that NASAR texts, manuals, teaching aids, certification criteria and exam materials are all copyrighted by NASAR and as such are protected under Title 17 U.S Copyright Law.
- Further acknowledges that as an approved Instructor/Lead Evaluator of NASAR courses and/or certifications gives no right to publish, reprint, copy or to quote extensive sections of any NASAR copyrighted material. When proper quotes are made, NASAR must be credited. The only exception to this rule is to copy forms and materials needed to conduct a course/exam.

\_\_\_\_\_  
**Instructor/Lead Evaluator Signature**

\_\_\_\_\_  
**Date**