

## Continuing Education Presenter Contract:

I understand and agree to complete all presenter responsibilities as outlined and will represent Halligan Creative Arts Therapy, PLLC in a positive and professional manner.

Halligan Creative Arts Therapy, PLLC has set four typical training types: 1.5 hours – Zoom, 3 hours – Zoom, 1.5 hours – In Person, 3 hours – In Person. Minimum and maximum numbers of paid participants are set to cover expenses, as outlined below, while maintaining an intimate experience. Extended, specialty, conference, or private workshops will be evaluated separately.

To incentivize new and return programming, and recognize higher levels of expertise, reimbursement for each training type has further been organized into three levels. Level 1 reflects presenters who have been licensed less than 1 year – 5 years and have hosted 0-5 workshops. Level 2 is specific to professionals with a combination of 5-10 years of licensed clinical experience and having hosted 5-10 workshops. Level 3 is reserved for licensed professionals practicing for 10 or more years and having facilitated 10 or more workshops. Presenters at Level 3 may also have additional or advanced credentials.

I understand the CEO and CE Coordinator will assign my presenter level based on the CV or resume I attach with my training proposal.

I understand and agree that regardless of the course cost for participants, presenters will receive compensation based on the provided scale while remaining registration fees will be forfeited to Halligan Creative Arts Therapy, PLLC for application and training oversight, room rental, use of materials, general overhead, use of digital accounts (Zoom, Canva, Google, Everbrite, TherapyNotes), partnership fee, administrative assistant fee, general owner fee, and CE Coordinator fee.

I will make all supporting materials available at least 1 week in advance of my scheduled training and understand that virtual presentations will be recorded.

I understand and agree that if I co-facilitate, the net balance will be split evenly between presenters. There are times that I may have the assistance of an intern with no additional deduction, but I understand this is not guaranteed, and will prepare accordingly.

I understand and agree that I will be paid within 2 weeks post-course to allow time to address any registration conflicts.

All presenters are eligible for 2 additional contact hours for each hour leading a training. Please note that the NYS Office of Professions stipulates that this benefit is limited to once per training, per registration period.

---

Facilitator 1

---

Date Submitted

---

Facilitator 2 (if applicable)



## Presenter Compensation Scale:

**The information below may be re-evaluated at any time. Presenters will be honored with the pay scale listed at the time of their proposal approval.**

The group room located on-site at 757 University Avenue, Rochester NY 14607, can comfortably accommodate 12 participants. An approved facilitator may choose an alternative location to accommodate more attendees but must take full responsibility for any additional costs for obligations related to that location.

**Presenters will receive the following amount for each PAID participant.**

*A benefit of staff at Halligan Creative Arts, PLLC is to attend trainings at no cost.*

IN PERSON						
# Paid Attendees	1.5 Hour			3 Hour		
	Level 1	Level 2	Level3	Level 1	Level 2	Level3
<b>3-6</b>	\$16	\$17	\$19	\$34	\$36	\$40
<b>7-12</b>	\$18	\$19	\$21	\$36	\$38	\$42

VIRTUAL						
# Paid Attendees	1.5 Hour			3 Hour		
	Level 1	Level 2	Level3	Level 1	Level 2	Level3
<b>3-10</b>	\$12	\$13	\$15	\$28	\$30	\$34
<b>11-15</b>	\$14	\$15	\$17	\$30	\$32	\$36
<b>16-20</b>	\$16	\$17	\$19	\$32	\$34	\$38
<b>21-25</b>	\$18	\$19	\$21	\$34	\$36	\$40

Example: Virtual Training  
 1.5 Hours  
 Presenter-Level 2  
 12 PAID participants  
 $\$15 \times 12 = \$180$

