Institute for Apprenticeship
Training and Education Programs
January 20-22, 2020 | Rancho Mirage, California
Preconference: January 19, 2020

Speakers Added!

Guiding Your Apprentices to SUCCESS

www.ifebp.org/apprenticeshipinstitute
Apprenticeship programs continue to grow in popularity as North America confronts a significant skills shortage and the increasing cost of postsecondary education. The Institute for Apprenticeship, Training and Education Programs provides education on effective trust fund management and best practices in U.S. and Canadian apprenticeship programs. Learn strategies to train, place and retain skilled workers, and network with industry experts and your peers as you share ideas and discuss challenges and opportunities.

Who Should Attend

The institute is designed specifically for the needs and interests of stakeholders involved in training and education funds in both the United States and Canada: trustees, JATC and training trust fund members, joint labor management industry fund and committee members, union/employer association representatives, administrative staff, training directors, coordinators, instructors, intermediaries, workforce development professionals, and others who provide services to training and education funds.

Key Takeaways

- Learn best practices in the management of your fund and in running your training program.
- Understand your fiduciary responsibilities.
- Learn effective strategies to support your apprentices.
- Consider strategies to improve classroom performance.
- Understand legal and regulatory requirements.
- Identify ideas and opportunities by networking with peers who face similar challenges.
- Receive valuable written resource materials.

Register by December 9 to Save US$300!
www.ifebp.org/apprenticeshipinstitute
# PROGRAM AT A GLANCE

## Sunday, January 19

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.-</td>
<td>Mental Health First Aid at Work—</td>
</tr>
<tr>
<td>12:00 noon OR</td>
<td>Select morning or afternoon session on registration form.</td>
</tr>
<tr>
<td>1:00-5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

## Monday, January 20

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:45 a.m.</td>
<td>Game On!—An Innovative Strategy for Developing Leaders</td>
</tr>
<tr>
<td>9:00-10:15 a.m.</td>
<td>The Future of Apprenticeship Programs in the United States</td>
</tr>
<tr>
<td>10:30-11:45 a.m.</td>
<td>Strategic Planning to Drive Success</td>
</tr>
<tr>
<td>1:15-2:30 p.m.</td>
<td>The Business Side of Apprenticeship Programs in the United States</td>
</tr>
<tr>
<td>2:45-4:00 p.m.</td>
<td>Lessons from German Apprenticeship Tour</td>
</tr>
<tr>
<td>4:00-5:00 p.m.</td>
<td>Welcome Reception</td>
</tr>
<tr>
<td>10:30-11:45 a.m.</td>
<td>The Future of Apprenticeship Programs in Canada</td>
</tr>
<tr>
<td>1:15-2:30 p.m.</td>
<td>The Business Side of Apprenticeship Programs in Canada</td>
</tr>
</tbody>
</table>

## Tuesday, January 21

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:45 a.m.</td>
<td>Fiduciary Refresher for U.S. Trustees</td>
</tr>
<tr>
<td>9:00-10:15 a.m.</td>
<td>Fiduciary Refresher for Canadian Trustees</td>
</tr>
<tr>
<td>10:30 a.m.-</td>
<td>Maximizing Classroom Time and Learning</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Supporting the Financial Literacy, Health and Wellness of Your Apprentices</td>
</tr>
<tr>
<td>1:30-3:15 p.m.</td>
<td>Engaging Your Apprentices QPR Training</td>
</tr>
<tr>
<td>3:30-4:30 p.m.</td>
<td>Guided Open Forum</td>
</tr>
<tr>
<td>10:30 a.m.-</td>
<td>Positive Jobsite Culture Engaging Your Apprentices QPR Training</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Positive Jobsite Culture Engaging Your Apprentices</td>
</tr>
</tbody>
</table>

## Wednesday, January 22

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:45 a.m.</td>
<td>Dealing With Behavioral Issues Introduction to Designing a Curriculum for Trustees</td>
</tr>
<tr>
<td>9:00-10:15 a.m.</td>
<td>Workforce Development Activities</td>
</tr>
<tr>
<td>10:30-11:45 a.m.</td>
<td>Promoting and Marketing Apprenticeships and Careers in the Trades</td>
</tr>
</tbody>
</table>

Most sessions were designed to address the common elements of apprenticeship programs in the United States and Canada. Where noted, sessions will address the differing legal and regulatory environment in each country.
Mental Health First Aid at Work

Sunday, January 19 | 8:00 a.m.-12:00 noon OR Sunday, January 19 | 1:00-5:00 p.m.

Select morning or afternoon session on registration form.

Mental Health First Aid® at Work is a four-hour immersive, skill-building training program where attendees learn how to respond appropriately to crisis and noncrisis mental health or substance use challenges in the workplace using the Mental Health First Aid (MHFA) Action Plan.

Research shows that one in four adults faces a mental health challenge every single day. Work environments can make managing an emotional situation or a mental health or substance use condition even more difficult.

Participants can play an important role in creating a supportive and understanding work environment for all. Mental Health First Aid at Work training gives foremen, line managers, supervisors and co-workers useful information and practical techniques on how to approach and support colleagues in distress to help organizations and unions build a resilient and productive workforce. Organizations that train their workers in Mental Health First Aid at Work can highlight other resources, employee assistance programs and important benefits.

Attendees will:

- Explore evidence-based techniques to approach colleagues who may be developing or experiencing a mental illness, listen nonjudgmentally, give reassurance and support, and encourage self-care and professional resources.
- Understand how attitudes about mental illness and substance abuse may reinforce workplace stigma.
- Learn about common conditions such as depression, anxiety, self-harm and substance use and how they may manifest in the workplace.
- Practice the MHFA Action Plan—ALGEE—using real-world scenarios facilitated by expert instructors.

PRECONFERENCE CLASS SIZE IS LIMITED to first 50 registrants at each workshop—Act now!
Members US$465/Nonmembers US$575 | Separate registration required
“Attending this apprenticeship conference is well worth it. There is something to take away from every session.”

Paul Primiano, Training Director
Cement & Concrete Workers Training and Education Fund, LIUNA DC 16
Long Island City, New York

WE’RE GOING GREEN!

This year, attendees will not receive a printed program book with session content. All content will be available on the International Foundation mobile app or on the website. Attendees will receive a link in the week leading up to the conference with instructions on how to download the content in advance.
Institute for Apprenticeship, Training and Education Programs

All sessions are open to all attendees; however, certain sessions will contain country-specific content as noted.

SUNDAY | January 19, 2020

7:30-8:00 a.m.
Preconference Registration

8:00 a.m.-12:00 noon OR 1:00 p.m.-5:00 p.m.
Preconference Program: Mental Health First Aid at Work
Select morning or afternoon session on registration form.

4:00-6:00 p.m.
Registration

MONDAY | January 20, 2020

6:30-7:30 a.m.
Registration and Continental Breakfast

Your Conference Hosts:

Jennifer E. Germaine, Esq.
Chief Executive Officer and Founder
Germaine Law Firm, PLLC
Cedar Rapids, Iowa

Richard Lyall, M.A., CAE,
President, RESCON Residential Construction Council of Ontario
Toronto, Ontario

7:30-8:45 a.m.
Opening Session: Game On!—
An Innovative Strategy for Developing Leaders

Alex Willis, Chief Executive Officer,
Leadership Surge LLC, Naperville, Illinois

We face a major leadership crisis in the trades. Much is being made these days of the need to boost technical skills in the trade industry, although, in terms of importance, the need to boost technical skills runs a distant second to the need to boost leadership skills. For the happiness and success of our apprentices and the productiveness and success of our contractors, we need to admit, face and address the leadership skills crisis. This keynote outlines how we can begin to address this challenge by providing life mastery courses, along with a blended learning approach.
MONDAY | January 20, 2020 (continued)

Concurrent Sessions | 9:00-10:15 a.m.

The Future of Apprenticeship Programs in the United States
There is a lot of activity that impacts apprenticeship programs from a legal, legislative and economic perspective. This session will feature a discussion on:

- Challenges and opportunities
- How IRAPs might impact registered apprenticeship programs
- Preparing for the next economic downturn
- Legal and legislative initiatives.

Brad Markell, Executive Director, AFL-CIO Working for America Institute, Washington, D.C.
Mary Alice McCarthy, Ph.D., M.P.A., Director, Center on Education and Skills, New America, Washington, D.C.

The Future of Apprenticeship Programs in Canada
In 2013, the Canadian Council of Directors of Apprenticeship introduced its Harmonization Initiative. In addition, in 2018, the Ontario government introduced new initiatives to better promote the trades. What’s in store for apprenticeship programs throughout Canada? This session will discuss:

- Red Seal
- Harmonization
- Legal and legislative initiatives.

j’Amey Bevan, M.A., RSE, National Training Coordinator, Boilermaker National Training Trust Fund, Edmonton, Alberta
Michael Mazzuca, Partner, Koskie Minsky LLP, Toronto, Ontario

10:30-11:45 a.m.

Strategic Planning to Drive Success
This session will focus on the components of strategic planning to help you plan for what lies ahead, including:

- Process and components
- Data and benchmarking
- Dashboards and tracking
- Scenario planning.

Jennifer E. Germaine, Esq., Chief Executive Officer and Founder, Germaine Law Firm, PLLC, Cedar Rapids, Iowa
Richard Lyall, M.A., CAE, President, RESCON Residential Construction Council of Ontario, Toronto, Ontario

11:45 a.m.-1:15 p.m.

Luncheon

“This conference broadened my knowledge on financials and gave me a better perspective for a more diverse workplace.”

David Goetzke Jr., JATC Trustee
Sheet Metal Workers Local 100
Baltimore, Maryland
MONDAY | January 20, 2020 (continued)

**Concurrent Sessions | 1:15-2:30 p.m.**

**The Business Side of Apprenticeship Programs in the United States**

This session will focus on running the business of your apprenticeship program, including:

- Financial operations
- Policies and procedures
- Internal controls.

**Scott M. Price, CPA,** Managing Partner–D.C. Office, WithumSmith+Brown, PC, Washington, D.C.

**The Business Side of Apprenticeship Programs in Canada**

This session will focus on running the business of your apprenticeship program, including:

- Financial operations
- Policies and procedures
- Internal controls.

**Jeffrey C. Baldwin, B.B.A. (Hons.), CEBS, CA, CPA,** President, BPA Financial Group, Mississauga, Ontario

**Concurrent Sessions | 2:45-4:00 p.m.**

**Lessons From the German Apprenticeship Program Tour**

The German apprenticeship system is often referred to as the best model for success. This session will feature a panel discussion among those who participated in the International Foundation 2019 German Apprenticeship Program Tour, focusing on:

- How the German model works and what makes it successful
- Education in action—How participants are applying their experience.
- Overview of the 2019 tour

**John S. Gaal, CEA, CPS, CWP,** Director, Training and Workforce Development (Retired), St. Louis–Kansas City Carpenters Regional Council, St. Louis, Missouri

**Val Hoyle,** Labor Commissioner, State of Oregon, Portland, Oregon

**Stephen Vacik, Ed.D.,** President and Chief Executive Officer, Maysville Community and Technical College, Maysville, Kentucky

**Finding and Fighting Fraud and Abuse in Your Apprenticeship Program**

- Who commits fraud? How and why do they do it?
- Policies and procedures you should have
- Audit procedures
- Cybersecurity

**Jeffrey C. Baldwin, B.B.A. (Hons.), CEBS, CA, CPA,** President, BPA Financial Group, Mississauga, Ontario

**Scott M. Price, CPA,** Managing Partner–D.C. Office, WithumSmith+Brown, PC, Washington, D.C.

4:00-5:00 p.m.

**Welcome Reception**
TUESDAY | January 21, 2020

6:30-7:30 a.m.
Continental Breakfast

Concurrent Sessions | 7:30-8:45 a.m.
Maximizing Classroom Time and Learning 🇺🇸 🇨🇦

There is much to learn, and you have a short time to impact your apprentices. This session will feature a discussion on:

- Teaching, learning and testing knowledge vs. competency
- Hours vs. competency-based programs
- Block training
- The role of mentoring and technology
- Industry- vs. job-specific curriculum.

Rachael Mann, M.Ed., Founding Director, #TeachlikeTED, Phoenix, Arizona

Fiduciary Refresher for U.S. Trustees 🇺🇸

Revisit your role as a fiduciary and what you should be doing as you consider:

- Fiduciary responsibility
- Prohibited transactions
- Two-hat dilemma
- Common fiduciary challenges for trustees of apprenticeship funds.

Michael A. Ledbetter, CEBS, Partner, Ledbetter Parisi LLC, Indianapolis, Indiana

Fiduciary Refresher for Canadian Trustees 🇨🇦

Revisit your role as a fiduciary and what you should be doing as you consider:

- Review of fiduciary responsibility
- Who is a fiduciary?
- Best practices.

Michael Mazzuca, Partner, Koskie Minsky LLP, Toronto, Ontario
TUESDAY | January 21, 2020 (continued)

Concurrent Sessions | 9:00-10:15 a.m.

Fit for Duty 🇺🇸 🇨🇦
There is a host of issues associated with the legalization of marijuana and the rising use of prescription drugs. This session will cover the key issues you face to ensure your apprentices are fit for duty.

- Marijuana
- Rx/narcotics
- Testing
- Rules and regulations
- Privacy

James Estabrook, Esq., Shareholder, Lindabury, McCormick, Estabrook & Cooper, P.C., Westfield, New Jersey
Mark T. Firman, Partner, Davies Ward Phillips & Vineberg LLP, Toronto, Ontario
Elizabeth E. Manzo, Esq., Shareholder, Lindabury, McCormick, Estabrook & Cooper, P.C., Westfield, New Jersey

Supporting the Financial Literacy, Health and Wellness of Your Apprentices 🇺🇸 🇨🇦
This session will focus on best practices to improve the financial literacy, health and wellness of your apprentices as a means to drive success, including:

- The components and options
- Curriculum
- Enrichment programs.

Rebecca Sudano, CIRP, Senior Vice President and Partner, BDO Canada Limited, Belleville, Ontario
TUESDAY | January 21, 2020 (continued)

Concurrent Sessions | 10:30 a.m.-12:15 p.m.

Positive Jobsite Culture (PJC) 🇺🇸 🇨🇦
PJC training was developed by the Pacific Northwest Carpenters Institute and its partners as a tool for apprentices, journey-level workers, foremen and superintendents. This session will cover:

• Unconscious bias and how this can impact relationships with co-workers
• The impact bullying and hazing can have on a person
• Tools for knowing how to react in these situations
• Barriers that prevent jobsites from functioning at a high level.

Michael Hawes, Executive Director, Pacific Northwest Carpenters Institute (PNCI), Portland, Oregon

QPR Training (Question, Persuade, Refer) 🇺🇸 🇨🇦
Suicide has reached epidemic levels, and young people are especially vulnerable. The impact that suicide has on your apprentices and programs is far-reaching and costly. This session will teach warning signs and intervention techniques for suicide prevention. Topics include:

• Causes
• Warning signs
• Getting help.

John S. Gaal, CEA, CPS, CWP, Director, Training and Workforce Development (Retired), St. Louis–Kansas City Carpenters Regional Council, St. Louis, Missouri

Engaging Your Apprentices: Before, During and After Training 🇺🇸 🇨🇦
Two of the key drivers of success for apprentices are connecting with the people and committing to the program. This session will look at ways to engage your apprentices in and out of the classroom, including:

• Methods to actively engage your apprentices in the classroom
• Teaching strategies that promote engagement
• Mentoring and coaching outside the classroom.

Mark L. Johnson, Ed.D., Professor, Pittsburg State University, Pittsburg, Kansas

12:15-1:30 p.m.
Luncheon

“This conference is definitely worth attending. You will never leave saying you have not learned something. Some of the eye-opening discussions will surprise you.”

Steve Matthews, Area Manager
E.S. Fox Ltd., Niagara Falls, Ontario
Repeat Concurrent Sessions | 1:30-3:15 p.m.

Positive Jobsite Culture (PJC) 🇺🇸 🇨🇦

PJC training was developed by the Pacific Northwest Carpenters Institute and its partners as a tool for apprentices, journey-level workers, foremen and superintendents. This session will cover:

- Unconscious bias and how this can impact relationships with co-workers
- The impact bullying and hazing can have on a person
- Tools for knowing how to react in these situations
- Barriers that prevent jobsites from functioning at a high level.

**Michael Hawes**, Executive Director, Pacific Northwest Carpenters Institute (PNCI), Portland, Oregon

QPR Training (Question, Persuade, Refer) 🇺🇸 🇨🇦

Suicide has reached epidemic levels, and young people are especially vulnerable. The impact that suicide has on your apprentices and programs is far-reaching and costly. This session will teach warning signs and intervention techniques for suicide prevention. Topics include:

- Causes
- Warning signs
- Getting help.

**John S. Gaal, CEA, CPS, CWP**, Director, Training and Workforce Development (Retired), St. Louis–Kansas City Carpenters Regional Council, St. Louis, Missouri

Engaging Your Apprentices: Before, During and After Training 🇺🇸 🇨🇦

Two of the key drivers of success for apprentices are connecting with the people and committing to the program. This session will look at ways to engage your apprentices in and out of the classroom, including:

- Methods to actively engage your apprentices in the classroom
- Teaching strategies that promote engagement
- Mentoring and coaching outside the classroom.

**Mark L. Johnson, Ed.D.**, Professor, Pittsburg State University, Pittsburg, Kansas

3:30-4:30 p.m.

Guided Open Forum 🇺🇸 🇨🇦

A panel of experts will address the topics and questions of importance to conference attendees.

WEDNESDAY | January 22, 2020

6:30-7:30 a.m.

Continental Breakfast
WEDNESDAY | January 22, 2020 (continued)

**Concurrent Sessions | 7:30-8:45 a.m.**

**Dealing With Behavioral Issues—The Legal and HR Issues**

Creating a culture of inclusivity that promotes learning requires immediate action when dealing with difficult behavioral issues. This session will explore how to deal with:

- Harassment/bullying
- Sexual harassment
- Policies, procedures and laws
- Intervention techniques.

**Paul O. Catenacci, Esq.,** Member, Novara Tesija & Catenacci, PLLC, Troy, Michigan

**Mark T. Firman,** Partner, Davies Ward Phillips & Vineberg LLP, Toronto, Ontario

**Moira J. Kelly,** President, Kelly Consulting LLC, New Berlin, Wisconsin

**Introduction to Designing a Curriculum for Trustees**

This session will introduce trustees to the Designing a Curriculum (DACUM) model of designing curriculum to close the skills gap, including:

- History and rationale
- How it works
- Outcomes.

**R. Lance Hogan, Ph.D.,** Professor, Eastern Illinois University, Lumpkin College of Business and Technology, Charleston, Illinois

**Luke J. Steinke, Ph.D.,** Professor, Eastern Illinois University, Lumpkin College of Business and Technology, Charleston, Illinois

**9:00-10:15 a.m.**

**Workforce Development Activities**

This session will feature a discussion on workforce development activities that can enhance your program, including:

- Youth apprenticeship programs
- Joint labor management initiatives
- Workforce development in the classroom.

**James Estabrook, Esq.,** Shareholder, Lindabury, McCormick, Estabrook & Cooper, P.C., Westfield, New Jersey

**Peter Guzman,** Policy Associate, Workforce Education, Washington State Board for Community and Technical Colleges (SBCTC), Olympia, Washington

**Matthew Waltz,** Chief Operating Officer, WRTP | Big Step, Milwaukee, Wisconsin

**10:30-11:45 a.m.**

**Closing Session: Promoting and Marketing Apprenticeships and Careers in the Trades**

- Making the case to potential apprentices, parents, teachers
- Impactful messages
- Tactics that bring results

**Joanna M. Pineda,** Chief Executive Officer and Chief Troublemaker, Matrix Group International, Inc., Arlington, Virginia
Hotel Information

The Westin Mission Hills Golf Resort & Spa
Located near Coachella Valley and Rancho Mirage, The Westin Mission Hills Golf Resort & Spa sits on 360 acres in the Californian alpine landscape. The resort is ranked as one of the Top 50 Golf Resorts in North America by *Golf Digest* and is home to two championship courses. Nearby, you will discover exotic wildlife at Living Desert Zoo and Gardens, or you can visit Wet ‘n’ Wild Palm Springs. There are several on-site dining experiences, from flavorful Italian to fish tacos, and a cocktail bar. With its unique on-site programs, you can participate in everything from yoga and Pilates classes to swimming or live jazz concerts.

**Room Rate:** US$249 single/double

**Reservation Deadline:** December 16, 2019
You will be charged a US$400 deposit upon registration. Please specify your hotel requirements on the registration form.
Sponsorship Opportunities

Sponsorships are now available to U.S. and Canadian service providers that serve apprenticeship programs. Do you have service providers you would like to share with your peers? Encourage them to sponsor and grow their business with this focused audience of trustees, administrators, training directors, instructors, plan professionals, and others who work with and manage apprenticeship funds.

Platinum Sponsorship—$15,000

Exclusive small-conference lanyards for a year!
Opportunity for one organization to sponsor attendee lanyards used at all smaller conferences within the year. Sign up early to take full advantage of this opportunity!

Gold Sponsorships—$5,000

Attendee Luncheon
Small-Conference Bundle Discount
Sponsor any three or more smaller conferences at the Gold Level within a calendar year and receive a 20% discount on each sponsorship (each conference discounted to $4,000).

Silver Sponsorships—$2,500

Continental Breakfast

Bronze Sponsorships—$1,500

Refreshment Break

Sponsorships include but are not limited to: company name and logo on conference signage and table tent cards at the sponsored event, company listing in the sponsor guide, complimentary or discounted conference registrations, and more!

Contact us today! Diane Mahler | (262) 373-7656 | dianem@ifebp.org

Learn more at www.ifebp.org/sponsorships.
This program will be back in 2020! Join us for a three-day, hands-on workshop that will help seasoned and new professionals improve the development, delivery and evaluation of learning by providing a proven process to incorporate into their apprenticeship program. Upon completion, participants will understand and be able to apply a systematic approach—based on the Developing a Curriculum (DACUM) model—to deliver a more impactful apprenticeship program. Class size will be limited. Register now!

“This program will change the way you approach training, whether you have an established training program or are just getting started. The concepts I learned will increase the focus on skill sets, thus improving overall performance.”

Joshua Height, Coordinator
BAC 3 JATC
Tracy, California
International Foundation Resources
For those working in apprenticeship and workforce development

Apprenticeship Resources  |  www.ifebp.org/apprenticeshipresources
- Apprenticeship news
- External resources
- Related Benefit Bits
- Articles, papers and research
- Training for your participants
- Educational opportunities for plan sponsors
- New! Apprenticeship Program Answer Guide

On-Site Education  |  www.ifebp.org/onsite-education, or call (262) 373-7648
Bring International Foundation industry-leading education directly to your workplace with on-site education. Programs of interest to apprenticeship funds include:
- Deliberate and impactful training
- Running your training fund as a business
- Diversity training
- Harassment training.

Financial Tools for the Trades  |  www.ifebp.org/toolsfortrades
In this online course that helps apprentices build a solid financial foundation, students will learn how to:
- Estimate earnings
- Start an emergency fund
- Save for retirement
- Plug spending leaks
- Create a spending plan
- Fund big purchases
- Compare credit card offers
- Understand credit scores
- Protect against identity theft
- Determine how much debt is too much
- Create a debt repayment plan.

Financial Tools for the Trades:
A Survival Guide for Apprentices
This money management workbook is designed specifically for apprentices to help them use a spending plan, understand credit, deal with debt and prepare for potential layoffs. The book may be purchased alone or in quantity to distribute or to accompany the Financial Tools for the Trades e-learning course. (Port Jobs)

66 pages. 2015. Item #9103
$12.95 members ($13.60 nonmembers)
Quantity discounts for 20 copies or more!

ONLINE
www.ifebp.org/bookstore

CALL
(888) 334-3327, option 4

EMAIL
bookstore@ifebp.org
REGISTRATION INCLUDES
Continental breakfasts • Luncheons
Beverage breaks • Welcome reception

CONTINUING EDUCATION CREDIT
Programs sponsored by the International Foundation of Employee Benefit Plans are consistently accepted for credit by agencies governing continuing education for license renewal and professional recertification. Please note that preapproval by the governing agency is sometimes necessary. It is important, therefore, to register at least 60 days prior to the program taking place.

Note: Requests made for continuing education credit do not guarantee administration of credit.
For further information on continuing education credit, please call (262) 786-6710, option 2, or email continuinged@ifebp.org.

Educational sessions at this program can qualify for CEBS Compliance credit. Visit www.cebs.org/compliance for additional information.

POLICIES
Cancel and transfer fees are based on registration fee paid: 60+ days before meeting is 10%; 31-59 days before meeting is 25%; within 30 days of meeting is 50%. Hotel deposit is forfeited for cancellations/transfers received within 3 days (5 days for Disney properties) of arrival. Registration fee is forfeited once program commences. For details and the current policy, see www.ifebp.org/policies.

JOIN US ONLINE
#IFEBP
Institute for Apprenticeship, Training and Education Programs

Attendee Information (Please print clearly)  

Individual ID# or CEBS® ID#  
Full first name  M.I.  Last name  
Employer  
Title  
Address  
City  State/Province  Country  ZIP/Postal code  
Phone  
Email  

Form completed by  Phone  

Not a Member? Join Now and Save!

To receive member rates and more visit www.ifebp.org/join.

Registration Information  

Bill to organization name  
Bill to organization ID #  
Badge name  Badge title  
Special assistance—specify  
Special dietary requirements—specify  

Institute for Apprenticeship, Training and Education Programs  
January 20-22, 2020 | Rancho Mirage, CA  

Registration fee  
US$1,550  US$1,880 
US$1,850  US$2,180  

Sunday preconference fee (PCSUN)  
US$ 465  US$ 575  
US$ 615  US$ 725  

Select Sunday preconference time:  
8:00 a.m.-12:00 noon (PC01A)  OR  1:00-5:00 p.m. (PC01P)  

Hotel  
Reservation deadline: December 16, 2019  
The Westin Mission Hills Golf Resort & Spa—Rancho Mirage, CA (US$249 single/double)  

# of Adults  # of Children  
King bed  Two beds  
Arrival date  Departure date  
Special requests—describe  

Continuing Education Credit  
The International Foundation will apply for CE credit based on requests indicated below.

- Actuary  - Attorney  - CFP  - CIMA  - CPA  - HRCI  - Insurance producer*
- SHRM  - Other, specify  

Licensed in the state(s) of  License/NPN/BAR/CPA #  

*Preapproval of programs/seminars is required in ALL insurance states. This process can take up to 90 days. Late requests could preclude insurance producers from earning credit. NOTE: Requests made for CE credit on this form do not guarantee administration of credit.

Payment Must Accompany Order  

Cancellation fees apply. See www.ifebp.org/policies.
Make check payable to International Foundation.

Check  US$  
Credit card #  
Exp. date  
Cardholder’s name (print)   

Registration/Order Summary  

Conference fee US$  
Preconference fee US$  
Hotel deposit (US$400) US$  
Total (U.S. funds) US$  

Questions? Email edreg@ifebp.org, or phone (888) 334-3327, option 2.
Session Topics Include:

- The future of apprenticeship programs
- Leadership and strategic planning
- The business side of apprenticeship programs
- Lessons from the German Apprenticeship Program Tour
- Fiduciary refresher
- Fraud and abuse
- Mental health and substance abuse
- Supporting apprentices in and out of the classroom

Register by December 9 to save US$300 with the early registration discount!