TRAINERS WITH A PROFESSIONAL LICENSE
OR INFORMAL BUSINESS

If you can demonstrate that you train or consult for other organizations, and have a professional license (MFT, LCSW, PhD) under which you do business, you may be classified as an Independent Contractor.

If you can demonstrate that you train or consult for other organizations, even if you don't have a professional license or a formalized incorporated business, you may still be classified as an Independent Contractor.

And finally, if you have a subject matter expertise and meet other common conditions, you may be classified as an Independent Contractor.

Independent Contractors are paid via an Independent Contractor contract/invoice process.

The Academy will complete a contract and send it to you for signature. You must, then, submit an invoice on your own letterhead for payment to be issued. The invoice must include:

- Your Name, Address, Phone Number
- Date of training or date range of consulting project
- Location of training
- Amount being charged for training or consulting project
- List Academy for Professional Excellence as customer

The Academy will send you, approximately a month before your training date, a cover letter with:

- A contract
- A Scope of Work document providing specific training details
- Directions to the training facility
- Hotel accommodations available in the training area

You will sign the contract and Scope of Work document and return them to the Academy.

You may also return, at the same time, an invoice on your own letterhead, which we will hold until the day after your training or consulting project ends, and then submit it to the SDSU Foundation for payment, or you may wait until after your training occurs, or consulting project ends, to submit your invoice.