CEPN Qualified Trainer Agreement – Local Trainer

THIS QUALIFIED TRAINER AGREEMENT – LOCAL TRAINER (the “Agreement”) is made as of ***Month xx, 2025***, by and between Clean Electronics Production Network (CEPN) and ***[Local Training Organization Name*]** (the “Trainer”), with its principal place of business at [***Local Training Organization address***].

**SECTION 1: SCOPE AND PURPOSE**

This Agreement outlines the terms under which the Trainer may use CEPN’s training materials and participate in the Qualified Trainer Program.

**SECTION 2. LICENSE TO USE TRAINING MATERIALS**

1. CEPN grants the Trainer a non-exclusive, non-transferable, revocable license to use the training materials solely for the purpose of conducting training for clients for a fee determined by the Trainer. Training materials are provided for use under Creative Commons’ license [CC BY-NC-ND 4.0](https://creativecommons.org/licenses/by-nc-nd/4.0/).
2. The Trainer may supplement the training materials with additional slides, for example, to address local regulatory requirements or facility-specific information, provided such additions are clearly marked as new or revised.

**SECTION 3. ATTRIBUTION REQUIREMENTS**

The Trainer agrees to retain all original logos, trademarks, and copyright notices embedded in the training materials, and to provide appropriate attribution to the Clean Electronics Production Network (CEPN).

**SECTION 4. DISCLAIMER OF LEGAL ADVICE**

The training materials are provided for general informational purposes only and do not constitute legal advice. Use of these materials does not guarantee compliance with any laws, regulations, or standards. CEPN make no warranties, express or implied, as to the accuracy or completeness of the materials.

**SECTION 5. REPORTING OBLIGATIONS**

The Trainer agrees to provide a survey link and/or QR code, as provided by CEPN, at the conclusion of each training series to collect participant feedback.

The Trainer shall provide periodic reports to CEPN which may include, but are not limited to:

* Number of training sessions conducted
* Country(ies) and language(s) of training
* Type(s) of organizations trained
* Number of participants (workers and managers)
* Number of quiz completions

CEPN will supply the reporting format and deadlines. No personally identifiable information such as factory names or individual participant names will be requested or collected by CEPN. All data will be aggregated and anonymized for CEPN impact reporting purposes.

**SECTION 6. ANNUAL PARTICIPATION SURVEY**

The Trainer agrees to complete an annual Qualified Trainer Program participation survey issued by CEPN, including updates regarding any changes in employment. CEPN reserves the right to exclude training organizations that no longer meet program criteria.

**SECTION 7. REFRESHER TRAINING REQUIREMENT**

CEPN may require Qualified Trainers to attend refresher Train-the-Trainer sessions upon significant updates to the training or to ensure quality standards. Trainers will receive at least six (6) months' advance notice if refresher training is required. Trainers who decline to participate in required refresher Train-the-Trainer sessions will be removed from the Qualified Trainer Program.

**SECTION 8. ADVERTISING AND USE OF LOGOS**

CEPN will maintain a list of Qualified Trainers (local training organizations) on its website. The Trainer may refer to itself as a CEPN Qualified Trainer and link to the CEPN website in its promotional materials. The Trainer shall not use CEPN’s logo in any of its promotional materials without prior written consent from CEPN.

**SECTION 9. TERMINATION**

Either CEPN or the Trainer may terminate this Agreement with written notice for any reason (or no reason) upon ten (10) days written notice.  CEPN reserves the right to revoke Qualified Trainer status for violations of this Agreement or failure to meet program requirements.

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| **CLEAN ELECTRONICS PRODUCTION NETWORK**  **By:** Pamela Brody-Heine  **Title:** Senior Director, CEPN  **Signature:**    **Date:** | ***TRAINER***  **By**:  **Title**:  **Signature**:  **Date**: |