COLORADO COUNTY TREASURERS
AND
PUBLIC TRUSTEE ASSOCIATION OF COLORADO

POLICY REGARDING
EDUCATIONAL PRESENTATIONS BY VENDORS

Vendors are a knowledgeable and valuable resource for educational training due to their extensive experience in various fields appropriate to the Treasurer and Public Trustee offices. Guidelines for approved credit for certification are intended to meet the requirements of the approved certification program as offered through Colorado Mesa University. In order to avoid a conflict of interest while still utilizing vendors as a resource, a vendor presentation for educational credit may be granted under the following guidelines:

1. The presentation must be generic in nature providing information pertaining to statutes and/or office practices.

2. The presentation must not include demonstration of specific software or hardware.

3. The name of the vendor may appear on the cover page or at the end of the presentation.

4. Handouts promoting the vendor’s business are not to be handed out as part of their program but can be made available following the presentation to those requesting such information.

5. If a vendor and/or hosting county need clarification of this policy, please contact the Continuing Education Committee prior to review of presentation and acceptability for credit.

By signing below, I agree to abide by the terms of the policy as stated above.

Presentation Title

Vendor/Presenter

Signature Date