



Third Party Content Usage Agreement

Purpose

Your organization has requested courses from _____, a 3rd Party Content Provider, be placed on the careLearning Learning Management System (LMS). Courses provided by a 3rd Party Content Provider are ultimately the responsibility of the 3rd Party Content Provider. Failure to comply with the steps outlined in the 3rd Party Content policy of the careLearning Product Guide may result in the courses not functioning properly on the LMS. careLearning is not responsible for any costs incurred if the organization has failed to follow this policy.

The process for purchasing, managing, and utilizing courses from a 3rd Party Content Provider differs from careLearning's typical course practices. This agreement is designed to outline these processes.

Procedure

1. careLearning will generate an invoice for the one-time, non-refundable integration fee of \$500 per 3rd Party Content Provider for the organization. NOTE: Courses secured during the organization's LMS implementation and courses procured from RQI Partners (HeartCode, RQI, NRP) are excluded from the integration fee.
2. The organization is responsible for obtaining the courses from the 3rd Party Content Provider, providing the SCORM 1.2 or AICC course files with accompanying spreadsheet to careLearning, testing the courses, and reporting the results.
3. careLearning is responsible for providing access to a shared folder for receipt of the course files and accompanying spreadsheet, installing and setting up the courses for testing and usage, and providing instructions for adding the courses to the organization's Administrative Management System (AMS).
4. The organization agrees to inform careLearning when the 3rd Party Content Provider course(s) have been revised/updated or can be retired from the LMS due to the termination of the license with the 3rd Party Content Provider.
5. All 3rd Party Content will be deleted from the LMS upon termination of the organization's license with the 3rd Party Content Provider or of the organization's careLearning LOU (whichever comes first).

Term and Termination

This agreement shall be signed upon the request of courses from a 3rd Party Content Provider be placed on the LMS and shall be extended between the parties (careLearning and the organization) for said time.

Organization Name

Date

Signature

Title