

MEMORANDUM OF UNDERSTANDING

*Between the City of Mission and
South Texas College*

Continuing Education Units for Firefighter Related Trainings

Scope of the Project: South Texas College Continuing Education (CE) will award Continuing Education Units (CEUs) to participants of *Firefighter Related Trainings* coordinated and conducted by the City of Mission by and through the Mission Fire Department herein after referred to as “Partner.” Partner has agreed to deliver these training courses free of charge.

Terms of Agreement:

Prior to Training:

1. Partner will provide CE with a copy of the curriculum, syllabus, and qualifications of trainer (resume and transcript) in order to determine whether, in CE’s sole, reasonable discretion, they meet Continuing Education Program Criteria stipulated in the Guidelines for Instructional Programs in Workforce Education. Partner will provide CE with trainer’s email and a Special Assignment MOU.
2. Partner will decide on training location, dates, and times and relay the decisions and information to CE.
3. CE will set up courses in CE Registration System for \$0 per participant.
4. CE will provide Partner with blank participant registration forms or a registration database.
5. Partner will provide CE with completed participant registration forms or a completed registration database.
6. CE will register participants.
7. CE will provide Partner with admission documentation to be filled out during training:
 - a. Class Roster
 - b. Sign-in Sheets
 - c. Satisfaction Surveys
 - d. Grading Protocol: S for Satisfactory and U for Unsatisfactory. A Satisfactory grade and Certificate of Completion will be issued to participants who (a) attend at least 75% of the total number of hours comprising the training program and (b) earn a minimum grade of 80 (type of assessment to be determined by CE and Partner). All others will receive an Unsatisfactory grade and no Certificate of Completion.

During Training:

8. Partner will provide approved syllabus to participants and will conduct training.
9. CE will observe trainer and fill out the Trainer Observation form.

At the end of Training:

10. Partner will turn in admission documentation to CE:
 - a. Class Roster graded by the trainer
 - b. Sign-in Sheets
 - c. Satisfaction Surveys
11. CE will issue Certificates of Completion to participants based on the Grading Protocol.
12. CE will file documentation for auditing purposes: curriculum, syllabus, trainer qualifications, and admission documentation (see #11 above).
13. The initial term of this MOU shall begin on August 1, 2023 and end on August 31, 2025, provided however, that Partner and CE shall have the mutual right to renew the term by up to three (3) additional twelve month renewal periods by each party executing a written notice of their joint election to renew the term hereof, such notice to be provided at least sixty (60) days prior to the expiration of the initial term or any renewal term, In all circumstances, this MOU may be terminated by either party thirty (30) days written notice to the other, however, unless such termination is based on a mutual breach of this MOU, under no circumstances shall the termination become effective prior to the conclusion of any on-going training courses.

In Agreement:

By _____
Mr. Randy Perez
City of Mission, City Manager

Date _____

By _____
Adrian Garcia, City of Mission Fire Chief

Date _____

By _____
Olivia De La Rosa
STC Director of Professional and Workforce Education

Date _____

By _____
Dr. Ricardo J. Solis, STC President

Date _____