

## **Memorandum of Understanding**

Lord Fairfax Community College and the  
International Association of Administrative Professionals

6/21/16

This memorandum of understanding (MOU) describes the work of Lord Fairfax Community College (LFCC) with the International Association of Administrative Professionals (IAAP) as part of LFCC's U.S. Department of Labor TAACCCT grant entitled Knowledge to Work. As part of this grant, LFCC developed an online portal called [highered.org](http://highered.org) which provides a new type of learning ecosystem in which users may develop personalized learning plans tied to national competency frameworks and free/low-cost open educational resources (OER).

With this partnerships, LFCC will work in a variety of ways to make IAAP resources available through the portal, such as the IAAP competency framework and instructional resources. IAAP will assist LFCC in promoting the portal and the college's competency-based education (CBE) programs to its members.

### **LFCC will:**

1. Place the IAAP logo prominently on the portal
2. Include IAAP OER, assessments, and the Certified Administrative Professional (CAP) credential in the portal for users to search and use in personalized learning plans
3. Include the IAAP CAP credential as an option in the portal's personalized learning plan software for users to select and use
4. Provide a custom landing page at <http://highered.org/iaap> with information about the association's national competency framework and the assessment items for its national certification
5. Include IAAP-related text in the pathway page description for administrative support technology
6. Work with IAAP as part of an experiment to map military job codes and education to competencies
7. Promote sales of IAAP learning content as an affiliate
8. Provide data to IAAP about site usage, links, and other relevant tracking of users

### **IAAP will:**

1. Place the HigherEd.org logo and description of the portal prominently on the IAAP page and IAAP learning management system
2. Provide LFCC staff with OER metadata, as well as information about relevant assessments and the CAP, including updates
3. Assist LFCC in mapping OER to the Administrative Support Technology (AST) competency framework and the certification assessment framework
4. Provide text describing the IAAP competency framework and CAP credential
5. Provide text describing the occupational nature and outlook of the profession to include in the portal pathway page

6. Provide venues for publications and conference presentations about the portal where appropriate to promote the portal
7. Promote the portal to its membership and the community through email distribution lists, newsletters, IAAP publications, and other outlets where appropriate
8. Promote LFCC's acceptance of the CAP credential as credits and competencies towards accredited certification, along with enrollment in the college's CBE administrative support technology programs
9. Participate in a national experiment to map military job codes and education to IAAP-related competencies and the CAP credential
10. Provide feedback about the utility of the portal for IAAP members so that their needs can be effectively met
11. Assist with making the portal sustainable by generating an appropriate affiliate sales or micro-payment revenue stream for customers who purchase an IAAP resource based on a portal link

Neither party will be liable to the other under or relating to this MOU for any direct or indirect, special, economic or consequential loss or damage or loss of revenue, profits, goodwill, bargain, opportunities or loss of anticipated savings whether caused by negligence or otherwise and whether or not that party was aware or should have been aware of the possibility of such loss or damage.

The parties accept that this agreement will not limit the freedom of members of the parties from engaging in activities and research within the same field that is covered by this agreement.

The LFCC contact for this MOU is:

John Milam, Ph.D.  
Executive Director  
Knowledge to Work, DOL TAACCCT Grant  
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The IAAP contact for this MOU is:

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Manager, Certification  
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This MOU will commence on the date of its signing and conclude on the twelfth month anniversary of the signing. After this period the parties will review the MOU and may choose to extend it, provided that all parties are agreed that the arrangement should continue.

It is anticipated that each year, IAAP and LFCC will review and revise the specific collaborative activities and commitments for the upcoming year.

This agreement may be terminated at any time by either party for any reason upon ninety days written notice to the other party.

A handwritten signature in dark ink, appearing to read "John H. Milam". The signature is fluid and cursive, with a large initial "J" and "M".

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John Milam, Ph.D. Executive Director, LFCC K2W Grant

6/21/16

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Date

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Jay Donohue, CAE, CMP, IAAP President and CEO

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Date

**Knowledge to Work (K2W):**

## **A Portal for Competencies and Individualized Learning**

**Lord Fairfax Community College (LFCC)**

173 Skirmisher Lane

Middletown, VA 22645-1745

[KnowledgeToWork.com](http://KnowledgeToWork.com)

[HigherEd.org](http://HigherEd.org)

[LFCC.edu](http://LFCC.edu)



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