



INTERNATIONAL FRANCHISE ASSOCIATION
FRANCHISE COMPLIANCE TRAINING PROGRAM
REFERRAL NOTICE & APPLICATION

The International Franchise Association (“IFA”) offers the franchise community a compliance training program (the “Program”) for franchisors engaged in the offer and sale of franchises in the United States. The Program educates franchisors on their obligations under Federal and state laws, rules and regulations (collectively, “franchise law”) governing the offer and sale of franchises, and promotes sound compliance practices after the completion of training with monitoring for a one year period.

The Program is available to franchisors referred by the Federal Trade Commission or state franchise regulators for violation or alleged violation of franchise law as an alternative to or in conjunction with civil enforcement actions or other administrative actions. The Program will address particular areas on non-compliance as directed by the referring authority, in addition to general education about franchise law compliance. A Program session will be given after all pre-conditions established by the referring authority are satisfied.

The Program Administrator is Joel R. Buckberg, Of Counsel, Baker, Donelson, Bearman, Caldwell & Berkowitz, P.C., 211 Commerce Street, Suite 1000, Nashville, TN 37201; 615 726-5639, fax 615 744-5639; jbuckberg@bakerdonelson.com.

The Program Administrator presents the Program session at the offices of the franchisor or a location it selects. The Program Session includes a lecture supported by a power point presentation and delivery of a compliance manual distributed by IFA. The Program Session will provide time for questions and answers. The initial training session takes about 4 hours, although additional time may be necessary to address specific issues and concerns. Attendees must be present for the entire program to receive credit for attending. ICFE credits are available.

The Program tuition for franchisors referred by a regulatory agency is \$2,995. Sessions are offered to IFA member franchisors if not referred by a regulatory agency for tuition of \$1,995. Tuition is payable in advance. Travel expenses from Nashville, Tennessee to the site of the Program are not included in tuition and are billed separately. Attendance at Program sessions will be limited to persons employed by the franchisor, the franchise brokers/sellers engaged by the franchisor, and counsel to the franchisor. A roster of attendees will be taken and reported to the referring agency if requested. Post training monitoring is charged at standard hourly rates.

The Program Administrator educates attendees about franchise law but does not furnish legal advice or counseling to the franchisor at the Program Session. The Program Session attendees may ask general questions about franchise law and methods of compliance but the Administrator will not respond to questions considered to be requests for legal advice from the franchisor at the Program Session on its specific franchise law issues and violations.

A Program Application and Referral Information Form appears below. Please complete and submit to the Program Administrator at the address noted above to commence Program activity.

Franchisor: _____

Contact Person and Contact Information:

Name:

Address:

Telephone:

Fax:

Email:

Franchise Brands:

Franchise recruitment or retail web sites:

Please send copy of current franchise disclosure document

Referring Regulatory Agency: _____

Contact Person and Contact Information:

Name:

Address:

Telephone:

Fax:

Email:

Complaint/Violation:

Please send copy of relevant complaints, orders and administrative findings; please send a list of states where the franchisor is currently registered; where registrations have been withdrawn or cancelled, and where applications to register are pending.

Deadline for completion of Program Session:

Additional Monitoring Requested:

Other information or concerns to be addressed at the Program Session: