



## Summary of Responsibilities & Benefits in Statewide Subscription Category

(Refer to Subscription Agreement for more detail)

Term of Agreement: Subscriber and all affiliates must be on the same subscription cycle.

### Statewide Subscriber:

#### Responsibilities:

- 1) Coordinate and submit all paperwork on behalf of statewide system (i.e. signs agreement on behalf of all affiliates and Statewide Subscriber & submits contact information on representative for each participating affiliate)
- 2) Submit single payment for system to Quality Matters;
- 3) Direct liaison with the Quality Matters Program (affiliates submit their requests for QM services and materials through the lead agency or institution).<sup>1</sup>
- 4) Ensures affiliates are knowledgeable of and adhere to the terms of the Subscriber Agreement – including, but not limited to, intellectual property and copyright issues.

#### Benefits:

- 1) Access to the automated, web-based tool
- 2) 1 free seat in the Train-the-Trainer course
- 3) 1 free seat in the Institution Representative Training.
- 4) For official QM course reviews independently managed per Quality Matters standards, free registration of up to 5 successfully reviewed courses per year per Affiliate on the QM website and authorization to use the QM Certification Mark.
- 5) One representative in the online users group.
- 6) Quality Matters services and materials and subscriber-discounted prices

### Statewide Affiliate:

#### Responsibilities:

- 1) Knowledge of and adherence to the terms of the Subscriber Agreement
- 2) Coordination with Statewide Subscriber for paperwork and service requests.

#### Benefits:

- 1) Access to the automated, web-based tool
- 2) For official QM course reviews independently managed (by Statewide Subscriber), free registration of up to 5 successfully reviewed courses per year on the QM website and authorization to use the QM Certification Mark.
- 3) Upon request, one representative in the online users group.
- 4) Quality Matters services and materials and subscriber-discounted prices

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<sup>1</sup> In practice, QM can accept material orders and make arrangements for on-site trainings directly with each affiliate. Once subscribed, coordination through Statewide Subscriber is primarily required for management and recognition of independently trained peer reviewers and for independent course reviews.