**Standard Operation Procedures for the Formation of a**

**State Hosted LILI Class**

1. Host state chapter determines moderator(s) for LILI class. LILI Moderators must be approved by the LILI Subcommittee.

**New Moderators:**

* New moderators must submit a [moderator application](https://tdc.naifa.org/lili-moderators).
* New moderators must be [recommended](https://naifa.formstack.com/forms/lili_state_president_recommendation_form) by the host state President.
* New moderators must be [endorsed](https://naifa.formstack.com/forms/lili_moderator_state_executive_endorsement) by the host state Executive.
* New moderators must also attend an in-person or virtual LILI Moderator training session.

**Experienced Moderators:**

* Experienced moderators need not complete a new LILI Moderator application. They may apply for subcommittee approval by emailing their intent to moderate to bbernat@naifa.org.
* Experienced moderators must be [recommended](https://naifa.formstack.com/forms/lili_state_president_recommendation_form) by the host state President.
* Experienced moderators must be [endorsed](https://naifa.formstack.com/forms/lili_moderator_state_executive_endorsement) by the host state Executive.
* Experienced moderators do not need to attend LILI Moderator training if they were previously trained in or after 2012.
1. Host state chapter should inform Brendan Bernat (bbernat@naifa.org) their intent to form a class and request marketing assistance from NAIFA. The host state chapter may request a LILI sell sheet with customized state specific information.
2. Potential LILI students may apply for LILI online [here](https://tdc.naifa.org/lili-application).
3. Once approved by their state chapter and the class roster is established, LILI students may submit payment online [here](https://tdc.naifa.org/lili-application).
* Student tuition is $900. Students who choose to opt out of printed materials and purchase their LILI texts for their electronic device pay tuition of $800.
* Host chapters will receive a revenue share of $375 per student via check within two weeks (this pertains to both $900 and $800 tuition payments).
1. Host state chapters will use [this link](https://naifa.formstack.com/forms/lili_student_materials_orders) to submit a LILI class information form conveying the following information to NAIFA:
* State Association (sponsor)
* Moderator Name(s)
* Date you would like to receive printed materials
* Date of session one
* Commencement date
* Number of students
* Name and shipping address of person to receive student materials (no P.O. Box)
* Class roster including student name, NAIFA ID# and student state of residence

All student materials for the course, except for commencement materials, will be delivered in one shipment. Please provide all information requested.

Materials should be ordered six weeks prior to date of session one so that students can receive pre-session one materials 30 days prior to first class.