



**American
Red Cross**

of the National Capital Area

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Dear Authorized Provider

It has been nearly five years since the American Red Cross of the National Capital Area Chapter (ARCNA) undertook a complete review of its Authorized provider Agreement contents and Appendix's.

Over the past few years there have been various increases in the prices of our materials and support equipment all of which have been absorbed by the chapter to keep down our fees. With the release of the newly updated curriculums in both Land and Water based courses, and subsequent increases of pricing of materials and general increase in operating costs we have undertaken an assessment of our rental and AP support fees. As a result we are exercising section 3, Chapter fees and are giving 90 days notice of changes to Appendix A of the AP Agreement.

We have elected **not to change the AP Administration fee** at this time but the structure of our rental and course material fees have changed in line with the above. Effective date of new Fee structure will be **February 1st 2008**. Attached you will find an updated Appendix A reflecting the new fees and fee structure inclusive of new sales items.

New AP online registration tool.

This is planned for testing release by **December 2007** with a general release by **1st January/February 2008** and is a huge step forward in addressing the needs of an expanding and diverse client base and to improve our service to meet client needs as identified in feedback from you. If you would like to be part of the client testing group please contact your local AP Customer Service Representative.

This system is an easy step by step process leading you through the completing of your pre registrations, course record sheets and class completion forms as well as the ordering and returning of equipment. More information will follow on completion of the internal testing process. I'm sure you will find the online system a great asset to your business and wish to thank you for your continuing support of your American Red Cross.

Regards

Mark McCaffrey
Senior Director
Education and Training