

SATELLITE SCHOOLS

Life Training Institute

and

International Institute of Faith Based Counseling

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1. PURPOSE

1. Networking churches, ministries, nonprofits, and community groups
2. Healing hearts and bodies
3. Discipling, training, and equipping for the work of the ministry and service

2. ABOUT

Life Training Institute (LTI) and International Institute of Faith-Based Counseling (IIFBC) are two accredited schools under the same 501(c)(3) religious nonprofit organization.

Websites:

<https://iifbc.com/>

<https://lifetraininginstitute.org/>

Key Features:

- **Biblically Based** - Training schools that teaches wholistic health restoration for the spirit, soul, and body, all from a Biblical perspective.
- **Certifications** - Choose your path and earn certifications toward full degree programs or take standalone classes.
- **Self-Paced Schedule** - Pay for each course as you go or pay for the entire program in full. Enjoy the flexibility of working from home at your own pace.
- **Learning Management System** - Online learning portal allows you to see your progress, take your online tests, and obtain other courses all in one convenient place.
- **Original Courses** - Specialized courses that are not commonly available in traditional counseling schools or natural health educational programs.
- **Video Courses** - Several courses feature instructional videos to provide additional guidance throughout the course.
- **Accreditations** – LTI and IIFBC are accredited by Transworld Accrediting Commission International. LTI is also accredited by the American Association of Naturopathic Wellness Practitioners.
- **Exams** - Completed online and can be taken as many times as needed to achieve a passing grade of 85%. All exams are open book with true/false or multiple-choice questions.

3. OTHER SERVICES

- Podcasts, Zoom classes, webinars
- On-site conferences and trainings
- Zoom counseling sessions available from approved IIFBC Certified counselors

- Congregants of Satellite schools have the opportunity to promote their own material through our platform. It may be a free offering or fee-based for a commission. (Requires a prior approval)
- Recognition: Upon becoming a “Certified Christian Counselor”, graduates receive a minister’s wallet card, helping to grant access to hospitals and prisons for ministry.
- Opportunity to obtain hardcopy manuals of certain courses to teach members on-site

4. INTEGRATED PLATFORMS

- Utilizing **Slack** for Networking Satellite School Administrators
 - Having one channel per state ensures that area discussions remain organized and accessible.
 - Meanwhile, intra-state and cross-state collaboration can happen in topic-based channels.
 - The free plan supports unlimited users and 10,000 messages, with nonprofit discounts available for premium features.
- Utilizing **Thinkific** for learning management system
 - Offers dedicated community spaces, each with up to 20 topic-specific “Spaces” (e.g., Counseling Q&A, Specific Courses, Prayer Requests).
 - Thinkific is available on cell phones through its mobile app, known as Thinkific Mobile. The app allows users to access their courses and communities conveniently from their mobile devices.
 - Real-time webinars are integrated with Zoom for interactive training.
 - Auto-generated digital certificates upon course completion.
- Utilizing **Zoom** or similar for live classes, webinars, and conferences
 - Zoom integrates seamlessly with Slack and Thinkific.
 - To ensure HIPAA compliance for counseling, organizations must sign a Business Associate Agreement (BAA) with a paid Zoom account.
- Utilizing **Kintone** for maintaining student records
 - A cloud-based system that efficiently maintains and manages all student records.
- Utilizing **Stripe** serves as the financial backbone of the satellite school program, handling both **automated monthly or yearly fee payments** from each school and **streamlined commission payouts** to schools acting as revenue partners.
 - **Automatic billing** via credit card or ACH for monthly participation fees.
 - **Commission tracking and payouts** to satellite schools using Stripe Connect and unique discount codes tied to course enrollments.
 - **Secure, and tax-compliant** transactions with built-in reporting and nonprofit support.

5. SIMPLE ADMINISTRATION

- The cloud-based LMS provides self-paced courses (some downloadable manuals with videos, some textbook courses) and auto-graded online exams. The LMS maintains student progress and records. Each course completed provides a certificate of completion. Each student has their own online account with the LMS. Satellite Schools Administrators only need to let people be aware of the opportunity and benefits, which is easily done by pointing people to the web sites. Everything else is automated.
- LTI and IIFBC handles all certifications, diplomas, academic records, and renewals.
- Thinkific LMS can produce reports that tally the number of students and total revenue generated through each satellite school's unique discount code on a monthly or quarterly basis. This makes it very feasible to treat each satellite school as a Revenue Partner and issue a commission via Stripe.

6. SATELLITE SCHOOLS AS REVENUE PARTNERS

Each Satellite School receives:

- **5% commission** on every student purchase via their unique LMS discount code
- **Quarterly payouts** via Stripe Express
- **Tracking** via Thinkific LMS reports (coupon code usage)

Note: Payments made outside the LMS (e.g., by check) are not commission-eligible.

7. HOW TO BECOME A SATELLITE SCHOOL

1. Sign the MOU
2. Pay onboarding fee (based on organization size)
3. Set up Stripe billing (monthly/yearly – paid in 2nd month)
4. Assign a Satellite School Administrator
5. Provide email for Slack login
6. Follow the provided instructions for establishing a Stripe account

8. QUESTIONS & ANSWERS

1. Can a satellite school obtain hardcopy manuals from LTI/IIFBC to conduct their own classes?

Yes, satellite schools can purchase hardcopy manuals from LTI/IIFBC for those courses that have a pdf downloadable manual on the LMS. LTI/IIFBC materials are copyrighted and making your own copies without written permission is not allowed. The cost per manual is 1/4 the cost of the current price for that course as listed on the LMS (plus shipping cost). Schools should give advance notice to provide time for printing and shipping. **Texas does not require sales tax on**

religious material sold to churches or recognized religious ministries shipped out of state. If the sale is within Texas, the buyer must provide a *Texas Sales Tax Exemption Certificate* (Form 01-339) to avoid paying sales tax.

If the student wants credit for that course, they will need to pay for the course through the LMS and pass the exam. The 15% satellite school discount still applies when using the unique code.

As an option, the classroom instructor may have each student pay tuition through the LMS. The student receives the satellite school discount. The satellite school may obtain manuals for the fee shown on the MOU. The satellite school may charge the student for the hardcopy manual and for the personal training, but that would be paid to the satellite school. Each student would be able to take the course test on the LMS and then receive a certificate from our school.

2. What are the differences between IIFBC/LTI Zoom Instructors and classroom style instructors?

Certified Zoom Instructors are listed on the school web sites. They do not have to be operating under a satellite school. They are operating under our school. They receive a commission for their service; thus, they are on our payroll as 1099's. They are listed on our web sites as certified instructors. Their zoom classes are listed on our web sites. There is a fee for the personal zoom training. That fee will be the commission fee paid to the zoom instructor. After the student pays that fee, they are redirected to a link on the LMS to pay the tuition for the class. We no longer ship manuals because they get the pdf from the LMS. Because the student paid the tuition on the LMS we no longer have to enter them into the LMS. The student is then able to take the online test, receive the digital certificate of completion, and have access to the online videos.

All classroom style instructors need to be operating under a satellite school. They may obtain manuals at the rate stated on the satellite school MOU. The satellite school may charge the student whatever rate they want for personal instruction. Since the student did not go through the LMS they will not receive a certificate from us or be in our LMS system. If the student wants a certificate from us, they will need to pay the tuition for the class through the LMS. But if a student or class participant successfully completes a class offered by a satellite school, that person can receive credit for the course ("credit" also meaning cost reduction) when applying for one of the school programs.

3. What are the benefits of becoming a satellite school?

Becoming a satellite school provides access to LTI/IIFBC's accredited, biblically based training programs, offering:

- **Discounted Courses:** Congregants/members receive a 15% discount on courses and programs, paid directly through the LMS.
- **Flexible Learning:** Self-paced courses via the LMS, with video content, downloadable manuals, and auto-graded exams.
- **Counseling Services:** Access to online Zoom counseling sessions with approved IIFBC-certified counselors (\$79/hour, scheduled at <https://hisclinic.org/> - normally \$99).
- **Networking:** Use of Slack for collaboration with other satellite school administrators, organized by state and topic.
- **Certifications and Degrees:** Students can earn accredited certificates and degrees, including a minister's wallet card for hospital/prison ministry access upon becoming a Certified Christian Counselor.
- **Promotional Opportunities:** Congregants can promote their own material (free or fee-based, with approval) through the LTI/IIFBC platform.

3. What are the responsibilities of a satellite school?

Satellite schools are responsible for:

- Promoting LTI/IIFBC courses, programs, and counseling services to their congregants/members.
- Paying a one-time onboarding fee (\$200–\$1,000, based on size) and ongoing monthly (\$50–\$250) or yearly (\$500–\$2,500, with 16.7% discount) fees.
- Providing a designated Satellite School Administrator's contact information for communication and Slack access.
- Ensuring members are aware of the 15% discount code for courses and how to access counseling services.
- Establish a Stripe account

4. How are fees structured, and are they affordable?

Fees are scaled based on the size of the organization:

- They are intentionally affordable, ranging from approximately 0.1% to 2% of estimated annual donations, making participation accessible for organizations of all sizes. A 16.7% discount is offered for annual payments to encourage upfront commitment.
- Fees are reviewed annually on October 1st and may be adjusted up or down. For churches, pricing is based on average weekly attendance of the main service. For other types of ministries, fees are determined by reported annual donation income.

5. How does the Learning Management System (LMS) work?

The LMS, powered by Thinkific, provides:

- Self-paced courses with downloadable manuals, videos, and auto-graded exams (open-book, true/false, or multiple-choice, requiring 85% to pass).
- Student progress tracking and individual accounts for each student.
- Mobile access via the Thinkific Mobile app.
- Community spaces for discussions (e.g., Counseling Q&A, Prayer Requests).
- Auto-generated digital certificates upon course completion.

Satellite schools only need to promote the LMS; LTI/IIFBC handles all academic administration.

6. What is the role of the Satellite School Administrator?

The Satellite School Administrator serves as the primary liaison, responsible for:

- Promoting LTI/IIFBC programs and counseling services to their community.
- Joining the Slack network for collaboration with other administrators.
- Communicating with LTI/IIFBC for any support or coordination needs.

No additional administrative tasks (e.g., grading or record-keeping) are required, as the LMS automates these processes.

7. What types of courses and certifications are available?

LTI/IIFBC offers biblically based courses focused on wholistic health restoration (spirit, soul, body). Students can:

- Take standalone courses or pursue certifications toward full degree programs.
- Access to specialized courses that are not typically found in traditional counseling or natural health programs.
- Earn accredited certifications and degrees through Transworld Accrediting Commission International (and American Association of Naturopathic Wellness Practitioners for LTI).
- Receive a minister's wallet card for hospital/prison ministry upon becoming a Certified Christian Counselor.

8. How does the counseling service work?

Satellite school members can access online Zoom counseling sessions with approved IIFBC-certified counselors for \$79/hour, scheduled via <https://hisclinic.org/>. A Business Associate Agreement (BAA) with Zoom ensures HIPAA compliance for confidentiality. Satellite schools promote this service to their members but are not responsible for managing sessions.

9. Can satellite schools promote their own material?

Yes, congregants/members can promote their own material (e.g., books, courses) through the LTI/IIFBC platform, either for free or fee-based (with a commission to LTI/IIFBC). All materials require prior approval to ensure alignment with the program's mission and standards.

10. What happens if the partnership is terminated?

The MOU remains effective until either party provides 30 days' email or written notice of termination. Termination does not affect certifications or degrees already earned by students.

11. How does the Slack networking platform work?

Slack facilitates collaboration among satellite school administrators:

- One channel per state for localized discussions.
- Topic-based channels for intra-state and cross-state collaboration (e.g., course feedback, ministry strategies).
- The free Slack plan supports unlimited users and 10,000 messages, with nonprofit discounts available for premium features.

12. Are there additional costs for satellite schools?

No per-student or per-course fees are charged to satellite schools. The only costs are the one-time onboarding fee and ongoing monthly/yearly fees. Students pay course fees directly to LTI/IIFBC via the LMS, with a 15% discount applied using a unique satellite school code.

13. How is student progress tracked and certified?

The LMS (Thinkific) tracks student progress, including course completion and exam results. LTI/IIFBC manages all academic records, certifications, and diploma issuance. Kintone, a cloud-based system, securely maintains student records. Certificates are auto generated upon course completion, and degrees are issued for completed programs.

14. Are the courses and diplomas accredited?

Yes, LTI and IIFBC are accredited by Transworld Accrediting Commission International. LTI is also accredited by the American Association of Naturopathic Wellness Practitioners, ensuring credibility for certifications and degrees.

15. How does the LMS track commissions for the Revenue Partners and how is that easily paid out through a Strip Express Account?

Using Thinkific's Coupon Usage Reports, you can export data that shows:

- The **discount code** used (linked to the satellite school),
- The **number of redemptions**,

- **Student name and email** who used the code,
- **Course or bundle purchased**,
- **Date of purchase** (for monthly/quarterly filtering),
- **Discounted revenue per purchase**.

This data is exported into a Excel (CSV) file, which allows you to calculate:

- How many enrollments came from each partner
- How much gross revenue each partner generated
- How much **commission/revenue share** is owed

Benefits of Stripe Express for Revenue Partners

- No sensitive banking info shared with us or anyone else
- 5-minute signup process
- Get paid quarterly
- You can view your own payment history in your own Stripe Express dashboard

How to Set This Up

LTI/IIFBC will invite each satellite school to join your Stripe Connect platform as a Revenue Partner (payout recipient). Here's how:

1. In your Stripe dashboard, under **Connect → Accounts**, you click **" + New "** to send an invite to the church/ministry.
2. They'll receive an email to set up a **Stripe Express account**.
 - It takes ~5 minutes.
 - They'll enter their ministry name, EIN, and banking info.
 - Select **Nonprofit or Religious Organization** as the business type. (no 1099's)
3. Once done, LTI/IIFBC can route payouts to each satellite school based on the LMS specific discount code usage.

16. How do we get started?

To become a satellite school:

1. Sign the MOU.
2. Provide the Satellite School Administrator's contact information (name, phone, email, ministry address).
3. Pay the onboarding fee (\$200–\$1,000, based on size) via check or Stripe.
4. In the 2nd month, pay the monthly (\$50–\$250) or yearly (\$500–\$2,500, with 16.7% discount) fee via Stripe.
5. Provide an email for establishing the Slack login.

Once completed, LTI/IIFBC will set up LMS with the discount code, onboard the administrator to the Slack network, and provide instructions for setting up a Strip account.

MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) outlines the partnership between Life Training Institute (LTI) and its subsidiary school International Institute of Faith-Based Counseling (IIFBC), a 501(c)(3) nonprofit and accredited institution, and [Satellite School Name], hereinafter referred to as the “Satellite School,” to establish a satellite affiliation for faith-based training and ministry.

Note: For the purposes of this MOU, a Satellite School may be any of the following:

- An organization not qualified or recognized as religious by IRS standards
- A nonprofit organization not recognized as a 501(c)(3)
- A non-religious 501(c)(3) nonprofit organization
- A for-profit entity (e.g., LLC)

Purpose

To formalize the collaboration for delivering LTI/IIFBC’s courses, programs, certifications, and accredited diplomas through the Satellite School.

LTI / IIFBC Commitments

1. **Provide Academic Oversight and Administration:** Provide access to the LMS, opportunities, and services. Issue to congregants/members as earned courses of completion, certifications, and degrees accredited with Transworld Accrediting Commission International. Manage course enrollment, academic records, certification renewals, and ensuring seamless administration.
2. **Counseling Services:** Provide access to IIFBC’s team of counselors for online counseling sessions to support Satellite School members and their communities.
3. **Discount:** Satellite School congregants/members receive a 15% discount per course or program. Fees are paid directly to IIFBC through the LMS. A unique discount code per satellite school, changed once a year on October 1st, eliminates the need for membership verification.
4. **Revenue Sharing and Commission Agreement:** The Satellite School shall be designated as a Revenue Partner and will receive a 5% commission on all course or program purchases made by its referred students through the official Learning Management

System (LMS) using the Satellite School's unique discount code. These commissions will be calculated and paid on a quarterly basis via Stripe to the Satellite School's designated Stripe Express account. Only payments processed directly through the LMS are eligible for commission tracking. Purchases made outside of the LMS system (such as a student wanting to pay off the rest of their program by check or a third-party platform such as Stripe) are not eligible for commission, as they are not traceable to the Satellite School's discount code. To receive commission payments, the Satellite School agrees to complete the Stripe Express account setup upon enrollment into the program.

Satellite School Responsibilities

1. **Contact:** Provide the contact information of the person that will be the liaison for the satellite school (Satellite School Administrator).

SSA Name: _____ Contact phone # _____

Contact email: _____

Mailing address: _____

2. **Promotion:** Promote courses, programs, and opportunities to congregants/members.
3. **Counseling:** Provide awareness to congregants/members of available Zoom counseling sessions with approved IIFBC certified counselor (currently \$79/hour and scheduled at <https://hisclinic.org/> - normally \$99)
4. **Onboarding Fee:** Pay a one-time onboarding fee (USD) to establish the satellite school initial setup and informational training of services.
5. **Monthly or Yearly Fees:** Pay scalable monthly or yearly fees based on organization type and size. (Starts in the 2nd month.)

Fee Structure

Organization size (whichever is greater)	Onboarding	Monthly	Or yearly
Small - 10–50 members or revenue < \$75k	\$200	\$50	\$500
Medium - 51–150 members or revenue \$75k–200k	\$400	\$100	\$1000
Larger - 151–250 members or revenue \$200k–400k	\$600	\$150	\$1500
Large - 251–500 members or revenue \$400k–800k	\$800	\$200	\$2000
Mega - 501+ members or revenue > \$800k+	\$1000	\$250	\$2500

Notes:

- Fees are reviewed annually on October 1st and may be adjusted up or down.
- Onboarding fees or yearly fees are payable by check or via Stripe. Monthly fees are payable via Stripe for convenience of automated renewals.
- All monthly or annual payments are securely processed through Stripe. Upon initial onboarding, the satellite school will set up automated billing either through a credit/debit card or ACH bank transfer. Monthly billing occurs on the 1st of each month starting in month two. Annual billing, if selected, will be charged upon the anniversary of onboarding with a 16.7% discount applied. Payment methods can be updated at any time through the billing portal. Failed payments will receive a reminder and a 14-day grace period before access is paused.
- Students receive a 15% discount per course or program upon using the discount code. Course and program fees are paid directly to LTI / IIFBC through the LMS.
- No per-student or per-course fees are charged to the satellite school.

Termination

Either party may terminate with 30 days' email or written notice. Student records and certifications remain valid.

Faith-Based Alignment

As a condition of participation in the Satellite School Program, all partner organizations, including those that are not religious in nature, agree to the following:

1. Faith-Based Curriculum Compliance

The Satellite School affirms its commitment to use and deliver the training, curriculum, and materials provided through the Life Training Institute (LTI) and/or International Institute of Faith-Based Counseling (IIFBC) in a manner consistent with the faith-based values and standards of the parent organization.

2. Support of Exempt Purpose

The Satellite School agrees to operate in a way that supports and does not contradict the religious and educational exempt purpose of [Your Organization's Legal Name], a 501(c)(3) faith-based organization.

3. Statement of Faith Acknowledgment

The Satellite School acknowledges and agrees to uphold the core values expressed in the organization's Statement of Faith, available at: <https://lifetraininginstitute.org/vision-and-purpose>. All instructors and administrators involved in the program must operate in good faith with respect to these principles.

Signatures

For LTI / IIFBC: _____ Date: _____

Name: Office Administrator or Executive Director

For Satellite School: _____ Date: _____

Print Name: _____ Title: _____

Contact Phone: _____