**Chapter Administrator Program (CAP) Instructions**

1. Review the program and associated documents. Be sure to share with your full board of directors and plan a time to review at the next upcoming board meeting.
2. Attend the chapter call provided on September 20, 2018 at 11AM EST to review the program with MPI and ask any questions your chapter may have.
3. Review the program with your board of directors to ensure clarity and understanding of the chapter’s requirements of CAP program. Determine next steps needed for your chapter to be compliant by January 30, 2019 and who will be responsible for managing the process.
   * As part of this process review with your Administrator all bench mark standards and how they can support you to ensure consistency and operations in each area. Remember this is a partnership and your Administrator is your best partner and advocate for successful operations. They are the one consistent person year over year and can often provide strong guidance on areas of improvement for operations.
4. All chapters will need to vote and add in the new policy addendum provided with this program by January 30, 2019.
5. Review the program and guidelines with your paid staff to determine any contract adjustments that need to be made. All updated contracts with the new required language should be completed by January 30, 2019 and sent to your COM.
6. You will need to send a copy of all required state business licenses and insurance policies and updated contracts to your COM by January 30, 2019
7. If your chapter has paid staff, ensure they are taking the training required and completing it within the required timelines provided. Once completed MPI will receive a report of all chapters to verify compliance and passing scores. Chapters will not need to submit any items to MPI global for the training. If your chapter does not have paid staff, you will need to ensure the appropriate board members take the training by the required date. Your COM can assist you with understanding which modules should be taken by which roles. A passing score of 80% will be required for each module.
8. All chapters will need to be compliant by January 30, 2019 and then remain compliant by following the CAP guidelines for annual updates thereafter.
9. If you have any questions or need any additional support relating to this program contact your Chapter Operations Manager, or Holly Dotson, Director of Chapter Program Development, at [hdotson@mpiweb.org](mailto:hdotson@mpiweb.org) .