

There are two forms attached – the Alabama 20-Hour Course Sign-In Sheet and the 2020 COVID Liability Waiver and Acknowledgment Form. Both forms must be PRINTED, COMPLETED AND SIGNED. The Acknowledgment Form must also be INITIALED where indicated. **PLEASE BRING BOTH FORMS WITH YOU TO CLASS.**

## 20-Hour Course Sign-In Sheet

The following information is required in order to prepare a Certificate of Course Completion for those sitting for the Alabama Title Insurance Agent State Exam and/or those attending the course for Alabama Bar MCLE credit.

**PLEASE PRINT NEATLY AND PROVIDE YOUR FULL ADDRESS FOR MAILING PURPOSES.**

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE NAME OR INITIAL

\_\_\_\_\_  
NUMBER & STREET

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP CODE

**CHECK APPLICABLE BOX(ES)**

- TITLE AGENT STATE EXAM AND LICENSURE  
 **MCLE CREDIT [BAR # REQUIRED]**  
 AUDIT – NO CERTIFICATE OF COMPLETION

EMAIL ADDRESS: \_\_\_\_\_

BAR NUMBER: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Office Use Only**

Course City:  Birmingham  Mobile  Other: \_\_\_\_\_

Course Date: \_\_\_\_\_

*In addition to the above, please **REVIEW, PRINT, INITIAL AND SIGN** the attached*

**COVID Liability Waiver and Acknowledgment Form.**

**BRING THE COMPLETED AND SIGNED FORM WITH YOU TO CLASS.**

## Alabama 2020 COVID Liability Waiver and Acknowledgment Form

The current novel coronavirus [COVID-19] pandemic has changed how industries across the United States and the world are conducting business. It has cast uncertainty and apprehension into even the most routine commercial interactions, resulting in businesses, as well as their customers, operating in uncharted territory amid unknown future risks. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and other health and safety measures. *These measures have and will continue to change over time.*

### Courses Held at Hilton Hotel Properties [Hampton, HGI, Homewood Suites]

*The following information outlines the procedures taken by The Koogler Group, in concert Hilton hotel properties to support the health and safety of Students attending the Alabama 20-Hour Title Agent Prelicensing Course.*

1. The hotel meeting room will be set for 6' Social Distancing.
2. The Course Instructor will be positioned at the front of the room. with a minimum of 6' of space from the first row, to provide protection to those seated in the front row, during course instruction.
3. The Koogler Group holds Courses at various Hilton properties which comply with the most recent health/hygiene measures posted on the Hilton website [<https://www.hilton.com/en/corporate/coronavirus/>] including but not limited to:
  - a. Hotel teams receiving ongoing briefings and enhanced operating protocols;
  - b. Increased frequency of cleaning public areas (*including lobbies, elevators, door handles, public bathrooms, etc.*) and continuing use of hospital-grade disinfectant;
  - c. Adjusting beverage service in accordance with current food safety recommendations; and
  - d. Increased deployment of hand sanitizers and guest-accessible disinfecting wipes.
4. For Students staying overnight at the hotel where the Course is held, please note that the hotel is a member of the Hilton family of hotels. Follow the LINK [<https://www.hilton.com/en/corporate/coronavirus/>] for the most current information regarding Hilton's Health and Hygiene information, which includes that your sleeping room will have a SEAL on the door, showing that no one has entered the room since it was cleaned via the new CleanStay standards. *Please direct any questions regarding CleanStay policies to hotel staff.*

## Student Acknowledgment and Waiver

The Koogler Group and the Oldsmar Hampton Inn and Suites have put in place preventive measures to reduce the spread of COVID-19; however we cannot guarantee that you and other will not become infected with COVID-19 or that you or others are already asymptomatic carriers of COVID-19. Attending any group activity within an enclosed space increases the potential for infection. Protection of yourself and others depends, largely, upon the cooperation of all Students [attendees]. Therefore, The Koogler Group has established the following Conditions for those attending the Course. Please initial next to each item to acknowledge that you have read and agree to comply with each Condition:

1. I agree not to attend the Course if I am experiencing any COVID-19 symptoms, including fever, cough, shortness of breath, chest tightness, difficulty breathing, or new loss of sense of smell. \_\_\_\_\_
2. I agree not to attend the Course if I have been caring for someone with COVID-19 symptoms or have otherwise been exposed to others with such symptoms. \_\_\_\_\_
3. I agree to follow 6' foot minimum Social Distancing at all times [Registration thru Course completion] and to wear a protective facemask in all public spaces of the hotel. \_\_\_\_\_
4. I agree to have my Photo ID [e.g., Driver's License or Passport] out of my wallet and ready to present to the Instructor – and, also, to refrain from unnecessary conversation. \_\_\_\_\_
5. I agree to print, complete, sign, and initial THIS form as well as the SIGN-IN form and to provide same at point of Registration – and understand that both forms are required for attendance. \_\_\_\_\_
6. I understand that the supply of the following items may be limited over the duration of the Course and therefore agree to bring such items for my own personal use: \_\_\_\_\_
  - Hand Sanitizer and Disinfectant Wipes
  - Kleenex
  - Personal Mask [if desired]
  - Personal “Sippy Cups” [for hot/cold beverages]
  - Notepads, Pens, Highlighters, Sticky Notes
  - Prepacked breakfast, lunch, and snacks [if desired]
7. I understand that Karen Koogler [Course Instructor] falls into the CDC category of Vulnerable Population and, as such, must maintain full Social Distancing throughout the duration of the Course. I therefore agree to maintain a minimum of 6' distance from her at all times, including but not limited to breaks and lunch periods. \_\_\_\_\_
8. I understand that facemasks are required in all indoor public spaces but are optional within the meeting room. I agree that I should bring my own personal supply of facemasks with me to class. \_\_\_\_\_
9. I agree – regardless of my personal beliefs regarding COVID-19, Social Distancing, facemasks, and other health and safety measures – to refrain from aggressive [“shaming”] behavior toward others who may hold alternate personal beliefs. I further understand that in a group of people with differing beliefs – all of whom are relatively NEW to CDC recommendations within a group environment – that if someone gets too close to me or otherwise engages in actions [e.g., wearing a facemask or refusing to wear a facemask] with which I disagree, it is MY responsibility to walk away rather than confront the person. \_\_\_\_\_

SIGNATURE PAGE [CONTINUED]

By signing this Agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 while attending the multi-day Traditional [in-person] Classroom session of the Alabama 20-Hour Precicensing Course held at designated Course hotel. I understand that the risk of becoming exposed to or infected by COVID-19 during this time may result from the actions, omissions, or negligence of recommended health and safety measures by myself and/or others.

Based on my choice to attend the Alabama 20-Hour Precicensing Course in person, I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance. On my behalf, and on behalf of my heirs, executors, administrators, personal representatives, and assigns, I hereby release, covenant not to sue, discharge, and hold harmless The Koogler Group, LLC and the Course hotel, their employees, agents, and representatives, of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of The Koogler Group, LLC and the Course hotel, their employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after Scheduled Course dates.

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Print Name]

**REMINDER: PLEASE BRING THE COMPLETED, INITIALED AND SIGNED FORM WITH YOU TO CLASS AND LEAVE AT THE REGISTRATION DESK. THANK YOU.**