



**AGREEMENT for USE of LAP MATERIALS THROUGH MBA RESEARCH**

The Virginia Department of Education’s license with the MBA Research and Curriculum Center (formerly MarkED) gives permission for Marketing teachers in Virginia public schools to:

1. Receive a copy of a student LAP and teaching guide through a manually monitored delivery system with the CTE Resource Center.
2. Duplicate one copy of the teacher guide and multiple copies of the borrowed student LAP for use in your school.
3. Use the duplicated copies for up to five full years.

**NOTE:**

LAP recipients do NOT have permission to post any LAP materials on the Web or copy to any other medium.

LAPs and teacher guides must be duplicated in their entirety, including any copyright notice appearing on the original.

Copies must be used only with students enrolled in classes at the individual school building, and the original must not be shared for duplication with other schools within the same school district or any other school district.

This form must be completed for each order for LAPs. Multiple LAP titles may be requested in a single order.

This agreement must be returned before materials will be distributed. If this checkout occurs during the summer months and the principal is not available for signature, email Sharon Acuff <[sharon.acuff@doe.virginia.gov](mailto:sharon.acuff@doe.virginia.gov)> for her approval.

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I agree to the restrictions set forth in this document for using LAP materials in my classroom. I understand that violation of this agreement is an infringement of the Department of Education’s legal license with MBA.

\_\_\_\_\_  
Print Teacher Name

\_\_\_\_\_  
Teacher’s Signature

\_\_\_\_\_  
Print Principal Name

\_\_\_\_\_  
Principal’s Signature

\_\_\_\_\_  
School Division

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

Return the form by fax to 804.673.3798 or by mail to CTE Resource Center, 2002 Bremo Road, Lower Level, Henrico, VA 23226.

For questions, please contact Sharon Acuff < [sharon.acuff@doe.virginia.gov](mailto:sharon.acuff@doe.virginia.gov) > or the CTE Resource Center at [library@cteresource.org](mailto:library@cteresource.org).