

No matter how sophisticated the technology, it still takes people!™



aitp Association of
Information Technology
Professionals

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Enterprise Membership



Enterprise Membership Program

- **Requires a minimum of 3 employees**
- **A group billing for employees of the company; renewals will be invoiced to the company**
- **Requires enterprise contact to act as the company liaison**
- **Discounts offered for Tier 1 and Tier 2 levels apply only to national dues; to join a local chapter, additional dues may apply.**
- **Memberships are transferable to different employees (floating memberships)**
- **Company owns the memberships should an employee leave**
- **And more...**

**For assistance, please contact:
aitp_hq@aitp.org or call 800.224.9371**

www.aitp.org

Professionals Make the Difference...

The Association of Information Technology Professionals (AITP) is a membership-based organization serving the Information Technology Business community, representing thousands of IT business professionals and university/college students majoring in IT throughout the United States, Canada and in other countries around the world.

AITP is focused on providing the educational resources and training—an integrated skill set of leadership, business acumen and technology—in demand for IT professionals to advance their career path in the IT business profession.

AITP provides opportunities for professional development and personal growth, and encourages high standards of competence and professional attitudes among its members.

AITP is committed to bringing the best educational programs for your IT organization, for the IT business profession.

A Win/Win Opportunity

There are many elements in making a company a viable organization - one of the most important being the genuine concern it shows for its employees and the willingness to invest in their education to help them build a career path in your organization.

Employee development, whether in-house or via membership in a professional association, benefits the company and employee. It can help make the company more profitable, and the employee more valuable. Belonging to AITP opens up new opportunities for personal and professional growth for your employees, increasing their productivity and contribution to the business.

Enterprise Membership in AITP is a Win/Win situation because your company and employees both benefit.

By engaging your employees in relevant education programs, collaboration and knowledge share forums and mentoring groups, the AITP Enterprise Membership offers companies the ability to build better leaders and make an impact to your bottom line.

How to Apply for an Enterprise Membership

The company/organization that wishes to participate in the Enterprise Membership can download the necessary forms and instructions (see page 4) or request the forms be emailed to them by contacting AITP Headquarters at aitp_hq@aitp.org.

When completing the application form (Enterprise Membership Roster), include the list of people who will be the Enterprise Members. For adding existing members, include their member number along with the name and demographic information requested. For adding new members, have the employee complete an Enterprise Member-- New Member Application form and attach to the Enterprise Membership Roster/application form. For reinstated/former members, include their old member number in the "member number" field and the word "reinstate" in the "dues paid thru" field. If the old member number is not known, or it has been a period of time since they were formerly members, treat them as new members as outlined above. Or you can contact the Membership Director of your local AITP chapter for assistance in completing the forms.

Ask the AITP Enterprise Coordinator for the local chapter dues amounts to help you calculate the dues applicable to each member based on the tier level and chapter/region dues. These are listed by state and chapter within the state for each tier. REMINDER---Dues for all members on the roster need to be included in the calculation. For existing members whose dues may already be paid for a part of the upcoming year, their "paid thru" date will be extended by one year from the current due date when they are added to an Enterprise Membership Roster. For new and reinstated members, their "paid thru" date will be one year from the date that AITP HQ receives payment.

After completing the forms, see Page 4 of this brochure for submission instructions

You will receive a confirmation that your application has been received--and soon after, new member packages and membership cards will be sent to the new members. A receipt for the entire transaction will be emailed to the Enterprise Member company contact. An Enterprise Membership ID number will be assigned by AITP Headquarters and included on the receipt. This receipt/ Enterprise Membership Roster should be used by the company contact for any changes that might be necessary during the course of the year.

For existing members, their "paid thru" date will be extended by one year based on the date that AITP receives payment for the Enterprise Membership. For new members or reinstated members, it will be one year after the receipt of the payment.

Nothing could be easier. And the company, since it paid for the memberships, OWNS all the memberships and can substitute other employees for any of the memberships should the employee listed leave the company or not be involved in IT anymore.

There is one exception to this provision. If the employee originally paid for their own membership and are now added to the Enterprise Membership, while they count toward the minimum of 3 members, they, versus the company, will still own the membership until the "paid thru" date of their current membership. AITP has a very simple and fair rule in this regard. Whoever paid the dues (company or individual) for the current dues period owns the membership. So once that "paid thru" date goes past, the Enterprise Membership is owned by the company.

However, it should be understood that there are no refunds if an employee drops out of the Enterprise Membership program. Additionally, other new members can be added at any time to the Enterprise Membership by the organization's Enterprise Membership Coordinator.

If adding new members puts the organization into the higher tier discount (10 or more members), the new member would be added at the higher discount, and when the Enterprise Membership renewal is due, all employees would be moved to the higher tier discount.

Enterprise Members are considered professional members with all rights and privileges accorded other professional members. They can vote in elections, run for office, serve on the various Boards of Directors, etc.

Summary

We believe that the Enterprise Membership program represents a golden opportunity for organizations to engage their IT staff in a professional organization at a very modest cost that will allow those employees to improve their technical, professional and personal skills and thereby benefit not only themselves, but the organization they work for.

Truly a "win/win"!

Forms Required for an Enterprise Membership

To submit your Enterprise Membership, refer to the Enterprise Membership Dues Guide Complete the following forms:

1. Enterprise Company Membership Application—located on the www.aitp.org/join page under Membership Classes and Enterprise Memberships; and
 2. New Member Application (one for each new member)—located on the www.aitp.org/join page under Membership Classes and Enterprise Memberships.
1. Submit the application forms electronically to aitp_hq@aitp.org.

Instructions for Submission

2. Your application will be reviewed for completeness and you will be instructed via email, to submit hard copies of the documents, along with payment (check or money order--US dollars) to:

Association of Information Technology Professionals

Attn: Enterprise Membership

15000 Commerce Parkway, Suite C

Mount Laurel, NJ 08054

*If you are paying by credit card,
you may fax the application to
AITP HQ at 856.439.0525.

3. After your application is processed, your Company Coordinator will receive an electronic receipt that will include your Company's Enterprise Membership number, a list of all members included in the membership, their membership numbers and their new "dues paid thru" dates. This will be the document that your Company Coordinator can use to manage your AITP Enterprise Membership.
4. All new members included in your Enterprise Membership will receive a New Member email and information about their AITP membership.



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