



Towards Attainment of Quality and Excellence in Policing

June 20, 2018.

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Guidelines for Co-Hosting an IPSA Course

CO-HOSTING THE IPSA COURSE

A requesting agency may co-host any of IPSA's courses. A minimum of twenty-five (25) participants is required to co-host a training course.

The primary benefits of cohosting a course with IPSA include:

- The co-hosting agency may earn tuition-free seats in the course as follows (contingent upon the maximum class size for the course):
 - One (1) free seat with 30-34 paid registrations
 - Two (2) free seats with 35-39 paid registrations
 - Three (3) free seats with 40-44 paid registrations
 - Four (4) free seats with 45 paid registrations
- The host agency can experience significant savings in training multiple participants on-site by not incurring individual travel costs (transportation and lodging) when sending your personnel out-of-state.

PROVIDING COORDINATION FOR IPSA COURSE

A co-hosting agency may earn two (2) additional tuition-free seats in any IPSA training course by agreeing to provide a Course Coordinator and ground transportation assistance to course instructional staff. This applies to all IPSA's Continuing Education (CE) courses with the exception of the Command Officer's Development Course (CODC).

COORDINATOR RESPONSIBILITIES

The Course Coordinator's responsibilities include the following:

- Set up the classroom with IPSA materials
- Provide ground transportation for course instructors to and from airport, hotel and training site, as well as providing transportation for instructors meals (as required)
- Present an overview of IPSA (PowerPoint presentation will be provided by IPSA)
- Introduce instructors to the class (bios will be provided by IPSA)
- Process necessary documents (registration, photo release forms provided by IPSA)
- Conduct examination for course (if applicable)



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- Disseminate course and instructor evaluations and course materials (provided by IPSA)
- Mail examinations and evaluations to IPSA
- Review and adhere to Guidelines for Course Coordinator (provided by IPSA)

RESPONSIBILITIES OF IPSA AND HOSTING AGENCY

The responsibilities of IPSA will be to:

- Advertise the program as part of IPSA's current training schedule, on the IPSA website, IPSA Facebook, and other venues as appropriate.
- Provide a course flyer in PDF format that can be emailed by IPSA and the hosting agency.
- Provide individual training and course-related materials (i.e., name tents, portfolios, examinations/scantrons, evaluations, course completion certificates, and other instructional materials as required).
- Provide certificates of completion to each participant successfully completing course, awarded from the Southern Police Institute, Department of Criminal Justice, College of Arts and Sciences, University of Louisville. This certificate will be sent via email, in PDF format, to each participant at the conclusion of the course.).
- Provide qualified and experienced instructional personnel.
- Provide course and instructor evaluation forms.
- Pay for all travel costs for instructional personnel (to include air travel, food, lodging, baggage fees, etc.).
- Collect tuition and registration information.
- Provide enrollment reports (upon request).
- Cancel the course, in concert with the co-hosting agency, when the minimum registration is not reached within 30 days prior to the starting date of the course.

The responsibilities of the Co-Hosting Agency will be to:

- Assist in marketing the course to law enforcement agencies and chief executives in the hosting agencies' area or region (i.e., disseminating course flyer, posting on agency website or social media, emailing to neighboring agencies, etc.).
- Provide the following accommodations/equipment for the training course:
 - Training room/facility that will seat 50 students comfortably and allow for group assignments/discussions
 - Large whiteboard or easel with flipchart paper and markers



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- LCD projector, screen, and laptop computer with speakers that will accommodate PPT presentations, videos/DVDs
 - Instructor podium or table
 - Tables/chairs to seat 50 students comfortably
 - Other equipment that may be requested by instructors specific to this course
- Provide a suggested hotel for instructors and attending students preferably with a special negotiated rate for attendees.

To request schedule on any training program, please fill out the **Inquiry Form** and send to IPSA info@ipsa-police.org.

If you have any questions, please contact Ms. Michele B Gregorio at:

Email: ipsa-police@outlook.com

Direct: + 971 50 167 2810

Mobile: + 971 50 481 1062 or + 1 813 336 9938 or +2015 5051 3308

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Dr. Mamdooh A. Abdelmottlep
Founder and Executive Chairman
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