



*Towards Attainment of Quality and Excellence in Policing*

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## Guidelines for Contracting an IPSA Course

### CONTRACTING AN IPSA COURSE

A requesting agency may host any of IPSA's courses by entering into a **contract agreement**. A minimum of twenty-five (25) participants is required to contract a training course.

There are two types of contracts available through IPSA: open and closed contracts:

- 1) OPEN CONTRACT:** An open contract is established when the hosting agency agrees to open the course registration for the training to other law enforcement organizations, with marketing and online registration handled by IPSA. The benefit to this type of contract is that it allows the hosting agency to contract with IPSA for the minimum course number required and be afforded the opportunity to earn tuition-free seats in the training when the registration exceeds that minimum number (one free seat when 30 paid registrations are reached; two free seats when 35 paid registrations are reached, three free seats when 40 paid registrations are reached, four free seats when 45 paid registrations are reached).
- 2) CLOSED CONTRACT:** A closed contract is established when the hosting agency conducts a course for participants selected by the hosting agency. Under this arrangement, IPSA will not "open" the course for outside participants and will conduct no marketing of the course regionally or nationally. The hosting agency is responsible for selecting and notifying each participant enrolled and agrees to provide a course roster to IPSA prior to the start of the training.

**The primary benefits of contracting a course with IPSA include:**

- The training course is guaranteed to be conducted for your organization and is not subject to cancellation (as a co-hosted course may be).
- The course may be tailored to your agency's individual needs (upon hosting agency's request or special requirements).



## *Towards Attainment of Quality and Excellence in Policing*

- The host agency can experience significant savings in training multiple participants on-site by not incurring individual travel costs (transportation and lodging) when sending personnel out-of-state.
- The larger number of participants contracted can result in additional discounts for the hosting agency (on per-person tuition costs).

### **PROVIDING COORDINATION FOR AN IPSA COURSE**

A contracting agency may earn two (2) additional tuition-free seats in any IPSA training course by agreeing to provide a Course Coordinator and transportation assistance to course instructional staff.

### **COORDINATOR RESPONSIBILITIES**

The Course Coordinator's responsibilities include the following:

Set up the classroom with IPSA materials

- Provide 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)
- Disseminate course and instructor evaluations and course materials (provided by IPSA)
- Mail test 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:**

- 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 course and instructor evaluation forms
- Pay for all travel costs for instructional personnel (to include airfare, travel insurance, food, lodging, baggage fees and other travel-related expenses)

**The responsibilities of the Hosting Agency will be to:**

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*Towards Attainment of Quality and Excellence in Policing*

- 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 comfortably seat 50 students and allow for group assignments/discussions
  - Large whiteboard or easel and flipchart paper
  - LCD Projector and large projection screen
  - Power strip for LDC projector and laptop computer
  - Instructor's podium or table
  - 24"-36" wide eight-foot long display table (for instructional materials/handouts)
  - Tables and chairs seating 50 students
  - Other equipment that may be requested by instructors for specific courses (i.e., VCR, speakers, colored markers)
  - A suggested hotel for instructors and attending students preferably with a special rate

**To request to schedule any training program, please fill out the Inquiry Form and send to IPSA email [info@ipsa-police.org](mailto:info@ipsa-police.org)**

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

**Email: [ipsa-police@outlook.com](mailto:ipsa-police@outlook.com)**

**Direct: + 971 50 167 2810**

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

A handwritten signature in black ink, appearing to read 'Aman'.

Dr. Mariouh A. Abuemottlel  
Founder and Executive Chairman  
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