

## APCO Institute Co-host Application

**APCO Institute would like to thank you for your interest in co-hosting an APCO Institute training course. With your assistance, we can bring high-quality APCO training to your community at no charge to you or your agency.**

APCO Institute offers a wide variety of classes to co-host. We require two (2) to three (3) months advance notice so that we may properly market the class and make all of the preparations to be sure that your class is a success. APCO Institute reserves the right of final decision on the exact dates for the class, and minimum number of students for each class. Classes that do not meet the minimum required number of registrants may be cancelled, see information on page 4.

As the co-host, there are a few things that we require of you and your agency:

- Complete and return this co-host package to the Institute (Please make copy for your records before sending).
- Use resources available to you to contact local agencies in your area to promote the class.
- Provide a suitable classroom facility for the class.
- Designate a staff member to receive and hold the shipment of books and materials for the class, and to ensure that those materials are available to the instructor at least one hour prior to the start of the first day of class.
- Designate a staff member to facilitate instructor/student introductions.
- Assist the instructor as needed.

Please fill out the accompanying forms and email to the APCO Institute at [cohost@apcointl.org](mailto:cohost@apcointl.org).  
***BEFORE SENDING ANY FORMS, MAKE A COPY OF THEM FOR YOUR RECORDS***

## Co-host Information Package: Instructions

Please complete these forms and return them to APCO Institute. If you wish to co-host multiple courses or dates, please do so by duplicating this page as necessary. If you have any questions, please call the Institute at 386-322-2500.

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Sponsoring Agency Name/Chapter (Please do not use acronyms)

Mailing Address	City	State	Zip Code
Contact Person	Email Address		
Daytime Phone with area code	APCO Member Number	Fax Number with area code	

The course we would like to co-host is:

Active Shooter Incidents for Public Safety Communications, 2<sup>nd</sup> Ed. (1 Day)  
Bullying and Negativity in the Communications Center, 2<sup>nd</sup> Ed. (1 Day)  
Communications Center Supervisor, 5<sup>th</sup> Ed. (3 Days)  
Communications Training Officer, 6<sup>th</sup> Ed. (3 Days)  
Comprehensive Quality (2 Days)  
Crisis Negotiations for Telecommunicators (1 Day)  
Customer Service in Today's Public Safety Communications (1 Day)  
Disaster Operations and the Communication Center (1 Day)  
Emergency Medical Dispatcher, 5<sup>th</sup> Ed. Version 4 (4 Days)  
Emergency Medical Dispatch Manager (1 Day)  
Fire Service Communications 2<sup>nd</sup> Ed. (4 Days)  
Fire Service Communications 2<sup>nd</sup> Ed. Canada (4 Days)  
Fundamentals of Tactical Dispatch (2 Days)  
Law Enforcement Communications 1<sup>st</sup> Ed. (4 Days)  
Public Safety Communications Staffing and Employee Retention (1 Day)  
Public Safety Telecommunicator 1, 7<sup>th</sup> Ed. (5 Days)  
Public Safety Telecommunicator 1, 7<sup>th</sup> Ed. Canada (5 Days)  
Surviving Stress (1 Day)

Is this a contract course (open to select individuals only)? YES      NO

The dates I would like to hold the class(es) are from: \_\_\_\_\_

All classes are conducted from 8:00 am to 5:00 pm, with a 1-hour lunch break.

**Class dates and instructor requests are not confirmed until directed by the APCO Institute Training Coordinator.**

What forms of communication are available to you to help get the word out about your class?

(i.e., fax, email, etc.)? \_\_\_\_\_

# Classroom Facilities

As the co-host the classroom must meet the following requirements.

Classroom suitable for a maximum of 30 students	Tables and Chairs (no student desks)
Dry erase board	Projector (with hookups) and suitable screen
Speakers	Access to a copy machine
Internet access	Space for social distancing according to your agency's policy

There may be additional requirements as requested by the instructor. This equipment will depend on the course that is being presented. Contact us at [cohost@apcointl.org](mailto:cohost@apcointl.org) for more information.

## The class meeting site:

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Name of the class meeting site (no acronyms, please)

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Street address

City

State

Zip Code

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On-site contact person

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Daytime phone number with area code

Please describe the classroom by number of tables/chairs, total capacity, and the availability of AV equipment.

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Please explain any COVID-19 protocols your agency has in place (i.e. social distancing, masks required/recommended)

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## Shipping of Class Materials

APCO Institute provides the class materials to be used in the class. These materials are shipped approximately ten days prior to the class start date. Shipment can consist of one to five boxes, depending on the number of students registered and the type of class being taught. Boxes are shipped by FedEx; Course materials **MUST** be signed for and will ship to **agency/ business addresses ONLY**. Please advise if this poses an issue for you.

The co-host is responsible for providing a contact person, phone number and shipping address for this shipment. The person designated on the shipping label as the recipient will be responsible for accepting the shipment and seeing it to the class site on the first day of class.

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Agency Name

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Ship to: (Building Name)

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Street address (No PO Box)

City

State

Zip Code

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Contact Person

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Daytime Phone Number

As the Host Agency, it is your responsibility to retrieve and safely secure all items until the start date of the class, as these materials are confidential. If you find that your package is damaged, contact the Institute immediately upon receipt. Please deliver the ALL materials to the class site no less than one hour prior to the start of class on the first day.

## Additional Information:

APCO Institute will provide the co-host with flyers advertising the class. These flyers may be distributed in any manner that is possible for the co-host - mailings, delivery at other public safety meetings, etc. We ask that co-host agencies announce the class at meetings, post announcements and notify other agencies in the area about the class via email/fax or other communication tools at your disposal. In addition, APCO Institute will list the courses on the APCO International website.

**APCO Institute must enforce a “minimum number of students” rule for each course, as shown below.** If these minimum numbers are not met twenty-one (21) days in advance of the class start date, the course may be cancelled. All students must register online in advance with APCO Institute. Co-hosts are not expected to coordinate registrations, collect fees or perform any other administrative tasks.

### **Minimum Number of Registrants - 20**

Public Safety Telecommunicator 1, 7<sup>th</sup> Ed. Canada

### **Minimum Number of Registrants - 16**

Active Shooter Incidents for Public Safety Communications, 2 <sup>nd</sup> Ed.	Emergency Medical Dispatcher, 5th Ed. Version 4
Bullying and Negativity in the Communications Center, 2 <sup>nd</sup> Ed.	Fire Service Communications, 2nd Ed.
Communications Center Supervisor, 5 <sup>th</sup> Ed.	Fire Service Communications, 2 <sup>nd</sup> Ed. Canada
Communications Training Officer, 6 <sup>th</sup> Ed.	Fundamentals of Tactical Dispatch
Comprehensive Quality	Instructor Track - PSTI 7 <sup>th</sup> , CTOI 6 <sup>th</sup> , EMDI 5.4, FSCI 2 <sup>nd</sup> , LECI 1 <sup>st</sup> ,
Crisis Negotiations for Telecommunicators	Law Enforcement Communications, 1 <sup>st</sup> Ed.
Customer Service in Today's Public Safety Communications	Public Safety Telecommunicator 1, 7th Ed.
Disaster Operations and the Communication Center	Public Safety Communications Staffing and Employee Retention
Emergency Medical Dispatch Manager	Surviving Stress

**Please read the following carefully, then sign and date it.**

**Co-host requests will not be processed without this signature**

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Agency Name (no acronyms)

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Contact person/person responsible for the class

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Title

*We would like to co-host an APCO Institute class. Our agency/chapter is committed to assisting with this effort and will assist APCO Institute in bringing this class to our community.*

*We also understand that there is a “**minimum number of registrants**” rule and understand that APCO Institute may cancel the class if the prescribed minimum number of registrants has not registered with APCO Institute by twenty-one (21) days prior to the start of the class.*

*We agree to provide adequate classroom space to APCO Institute at no charge, as noted in this co-host package. We also agree to accept the shipment of class materials for the class, and to deliver those materials unopened to the class instructor no less than one hour prior to the beginning of class, at the class site.*

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Signature

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Printed Name

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Date