

NPMA Policies

ON-SITE TRAINING POLICY

I. SCOPE

This operating procedure applies to all NPMA-offered education and certification training held for a specific organization or group, rather than offered by NPMA to the membership-at-large. 'On-Site' programs are special requests made to NPMA to provide Instructors and/or training materials to be taught at a location determined by the requesting organization.

NOTE: This policy applies to NPMA Chapters, as well as to companies or non-NPMA agencies or organizations.

II. GENERAL POLICY

Requests for on-site functions shall be received at the National Office at least 90 business days prior to the event. The National Office will charge the requesting organization a fee based on the services provided. The request must be approved by NPMA's Vice President of Professional Development. The VP will:

- a) Identify the instructor for training, or approve the instructor provided by the organization.
- b) Review and approve the training outline and/or materials to be offered for the training.
- c) Determine the number of CEUs to be awarded for the successful completion of the training.

III. EDUCATION COURSES

The requesting organization will provide the NPMA National Office with a completed On-Site Training Request Form including:

1. Proposed event dates.
2. The physical location (city and state) of the training.
3. Contact information for the organization/event.
4. The description of the training requested - if requesting an existing NPMA training class, provide the actual title of the training or a description of training topics desired for the on-site event.
5. The services to be provided by the National Office.
6. The expected number of participants.

The National Office will provide the organization with a price quote for conducting the on-site event, including the number of days required, the instructor to be used, and the number of CEUs that will be earned by NPMA attendees.

If the requesting organization is handling the registration activities, the organization will provide the instructor with an attendees list and sign-in form prior to the training event. The organization

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should send the National Office completed On-Site Attendee Information forms for each attendee 10 days prior to the event.

If the requesting organization is responsible for the AV requirements, they shall communicate with the instructor and facility to ensure equipment is available and ready for the training event.

IV. CERTIFICATION COURSES

If the training event is a Certification Course, the organization should send the National Office completed On-Site Attendee Information forms for each attendee 10 days prior to the event. . All Work Experience Summaries must be submitted 10 days in advance of the training event.

V. MISCELLANEOUS

Chapters utilizing on-sites may determine the fee to charge their attendees, and may determine the fee:

1. to provide a discounted training opportunity for their members, or
2. to provide a method for raising funds for the Chapter.

In either case, the Chapter is responsible for meeting the final price quote from the National Office for all services rendered.

Because the Chapter is responsible for meeting the final price quote, it is important to calculate the number of participants needed in order to break even (unless it is the intention of the Chapter to pay the National Office from its own funds in order to provide the training opportunity to its members regardless).

All attendees must be a member of the requesting chapter or organization, or employees of the requesting company.