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Training Request Requirements

Training of Trainers Workshops:

Requirements:

- Must have minimum of 40 staff in attendance
- Cannot have more than 20% of staff trained from any single LEA

Host district will be responsible for:

- Recruitment of participants
- Location with tables for training

Project SPOT will provide:

- All materials
- Trainers & Training Equipment/Supplies

End User Trainings

Requirements:

- Must have minimum of 40 staff in attendance

Host district will be responsible for:

- Location with tables for training
- Copies of all materials for participants provided in 3-ring binders or pay for materials

Project SPOT will provide:

- Trainers & Training Equipment/Supplies
- Master to make copies or can provide materials charged at cost-recovery level

Trainings at Sites that Charge

Requirements:

- Must have minimum of 40 staff in attendance
- Cannot charge a fee higher than charged at other public offerings if lunch is not provided (\$20)
- If lunch will be provided, cost of meal may be added to registration fee with total not to exceed \$35

Host district will be responsible for:

- Location with tables for training
- Copies of all materials for participants provided in 3-ring binders or pay for materials

Project SPOT will provide:

- Trainers & Training Equipment/Supplies
- Master to make copies or can provide materials charged at a cost-recovery level

Updated 05.15.07