

**APCO Institute, Inc.**  
351 N. Williamson Blvd.  
Daytona Beach, FL 32114-1112

386-322-2500  
386-322-9766 fax  
www.apcoinstitute.org



## **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 utilizes co-host agencies and chapters for several reasons. As the co-host agency, you know what training is needed in your area. By hosting a class, the training that is needed in your area can be delivered to your door. The local co-host also adds “local flavor” to the presentation by providing a familiar classroom site in familiar surroundings. Local co-hosts assist us with contacting interested agencies, locating accommodations for out-of-town students and instructors, and acting as the local contact for those who have questions about the area.

For your trouble, APCO Institute provides one free complimentary registration for the class that you co-host.

You may choose to co-host any of our APCO courses. We require three (3) months advance notice so that we may properly market the class to the national and international audience, and make all of the preparations to be sure that your class is a success. APCO Institute reserves the right to decide on the exact dates for the class, and the minimum number of students for each class. Classes that do not meet the minimum required number will not be conducted. We want to be sure that we have the instructors and resources available to ensure a great training experience.

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

- *Completely fill out and return this co-host package to the Institute*
- *Contact local agencies in your area to promote the class*
- *Distribute advertising flyers that we will provide in the local area*
- *Provide a suitable classroom facility for the class*
- *Receive and hold the shipment of books and materials for the class, and ensure that those materials are available to the instructor at least one hour prior to the start of the first day of class*
- *Introduce the class and the instructor on the first day of class*
- *Assist the instructor as needed*

Please fill out the accompanying forms and either mail or fax them back to APCO Institute at 386-322-9766.  
***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 as instructed on page one. If you wish to co-host multiple courses or multiple course dates, please use a separate package for each course or class date. You may duplicate these forms 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)

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Contact Person, Name

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APCO Member number

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Mailing address (number, street)

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City

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ST

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Zip+4

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Daytime phone, with area code

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FAX number, with area code

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Email address

Our agency/chapter would like to co-host an APCO Institute class. The course that we would like to co-host is:

- Public Safety Telecommunicator 1, 6<sup>th</sup> Edition (5 days) **NEW CLASS!**
- Public Safety Telecommunicator 1 Instructor, 6<sup>th</sup> Edition (5 days) **NEW CLASS!**
- Communications Center Supervisor (3 days)
- Communications Training Officer (3 days)
- Communications Training Officer Instructor (5 days)
- EMD – Concepts (1 day) **NEW CLASS!**
- EMD Instructor (5 days)
- Emergency Medical Dispatcher (4 days) - **Now Offered For Co-Host**
- Fire Communications Course (2 days)
- The Telecommunicator's Role in Homeland Security (1 day) **NEW CLASS!**
- Other \_\_\_\_\_

The dates that I would like to hold the class are from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

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

Selected class dates are not confirmed until they are placed on the APCO Institute schedule.

# Classroom Facilities

As the co-host, you are responsible for providing a suitable classroom space for the class. This classroom must meet the following requirements.

- Classroom suitable for a maximum of 30 students
- Tables and chairs (no student desks)
- White board or black board
- Overhead projector with suitable screen

There may be additional audio-visual requirements, such as a TV/VCR, a slide projector, or other equipment. The needs for this equipment depend on the course that is being presented. Call APCO Institute 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

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City

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ST

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Zip+4

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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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Does the classroom facility have:

- |                      |                              |                             |
|----------------------|------------------------------|-----------------------------|
| Pay phones nearby?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Restrooms nearby?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Refreshments nearby? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Restaurants nearby?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

What is the nearest airport to the class site? \_\_\_\_\_

How far is it from the airport to the class site? \_\_\_\_\_ miles \_\_\_\_\_ hours \_\_\_\_\_ minutes

Is there a map available that includes the hotels, the class site and the closest airport?      Yes      No  
(If yes, please send a copy to us with the completed co-host package.)

# Hotel Accommodations

In our promotional materials, we provide prospective students with hotel/lodging information so that they may make the appropriate travel arrangements. Remember that students are on a tight budget and need reasonable accommodations. Please find two suitable hotels and indicate below.

\_\_\_\_\_ Chain?  Yes  No  
Name

\_\_\_\_\_  
Street address

\_\_\_\_\_ ST \_\_\_\_\_ Zip+4  
City

\_\_\_\_\_ Reservations (toll free) phone number Direct line phone number

\_\_\_\_\_  
FAX phone number

Distance from airport? \_\_\_\_\_ miles Distance from class site? \_\_\_\_\_ miles

Average room rates: From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per night

\_\_\_\_\_ Chain?  Yes  No  
Name

\_\_\_\_\_  
Street address

\_\_\_\_\_ ST \_\_\_\_\_ Zip+4  
City

\_\_\_\_\_ Reservations phone number Direct line phone number

\_\_\_\_\_  
FAX phone number

Distance from airport? \_\_\_\_\_ miles Distance from class site? \_\_\_\_\_ miles

Average room rates: From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per night

APCO Institute does not make students' hotel reservations, travel arrangements or other arrangements. Students must fund their own travel and make their own arrangements for accommodations and transportation. Some hotels will reserve a special rate for meeting attendees, so ask if there is such a rate. Also ask if there is a "Government Rate," since most of the attendees will be government employees.

## Shipping of Class Materials

APCO Institute provides all of the class materials for use in the class. These materials are shipped about ten days prior to the class starting date. The shipment normally consists of one to five boxes, depending on the number of students registered and the type of class being taught. Boxes are shipped by Federal Express.

The co-host is responsible for providing a shipping address, responsible contact person and phone number for this shipment. That person will be designated on the shipping label as the recipient, and will be responsible for accepting the shipment and seeing that it gets to the class site on the first day of class. This is a *very important* task - no materials, no class!

Please fill in the information below completely. Print legibly, and please do not use any acronyms.

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Ship to: (Building Name)

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Agency Name

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Street address (will not ship to a post office box)

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City

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ST    Zip+4 (required)

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Contact Person

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Daytime Phone Number

When the shipment is received, please confirm delivery with APCO Institute at 386-322-2500. If no one answers, leave a message on the voice mail.

***DO NOT OPEN THE BOXES!*** Materials are confidential until the day of class. We also want to ensure that there are enough materials for everyone in the class.

Please deliver the boxes to the class site not 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 attractive to the co-host - mailings, delivery at other public safety meetings, etc. In addition, APCO Institute will complete a direct mail marketing campaign for your class, notifying up to 1,000 people about the class. The class dates and location will be published in the *APCO Bulletin*, and also on the APCO Web Site. We ask that co-host agencies announce the class at meetings, post announcements and call other agencies in the area directly to notify everyone about the class.

APCO Institute must enforce a “minimum number of students” rule:

### 16 Student Minimum Courses

Public Safety Telecommunicator I Instructor, 6<sup>th</sup> Edition  
Communications Center Supervisor  
Communications Training Officer Instructor  
EMD – Concepts  
EMD Instructor  
Fire Communications Course  
The Telecommunicator’s Role in Homeland Security

### 20 Student Minimum Courses

Public Safety Telecommunicator I, 6<sup>th</sup> Edition  
Emergency Medical Dispatcher  
Communications Training Officer

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 in advance with APCO Institute, using registration forms supplied by APCO Institute. *Co-hosts do not need to register students, collect fees or perform any other administrative tasks.*

**Please read the following carefully, then sign and date it. Applications can be returned via fax at 386-322-9766. Co-host requests will not be processed without this signature.**

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Agency name (no acronyms, please)

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Contact person/person responsible for the class

We would like to co-host an APCO Institute class as indicated in this co-host package. 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 students” rule, and understand that APCO Institute may cancel the class if the prescribed minimum number of students have not registered in writing with APCO Institute by twenty-one (21) days prior to the start of the class. We understand that we are entitled to one free tuition for the class if the “minimum number of students” rule is met.

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