

GENERAL HOSTING INFORMATION

Our Street Medicine Instructor (Train the Trainer) programs are specifically designed for the law enforcement officer and can be conducted at even the most modest of classroom and training facilities. Upon completion of the program the Street Medicine Instructor will be able to provide tactical medical training appropriate for the law enforcement responder level. Note: This is not a replacement for Tactical Paramedics nor does Trilogy advocate replacement of the Tactical Paramedic. Training received in this course should be considered an effective medical force multiplier.

Assuming one's classroom and range are suitable, our schools can be conducted at any facility at no cost whatsoever to the hosting organization. We provide the training staff, manuals, program materials and training equipment and supplies.

OPEN ENROLLMENT SCHOOLS

The most common type of school we conduct, an "*Open Enrollment*" school is one in which a host agency or organization has agreed to provide the use of their classroom and training facility for an openly advertised school. Open enrollment schools are typically scheduled 3 months out for advertising purposes and to permit interested officers ample time to complete the registration process.

CLASS SIZE

The optimal class size for an "*Open Enrollment*" school is approximately 24 – 30. Class sizes are dictated by the hosting agency's classroom limitations to ensure a safe and effective school. Maximum class sizes set will always include the host's complimentary seats.

HOST COMPENSATION

As compensation for the use of their facilities hosting agencies or organizations are provided with complimentary seats in the class. The host is provided two (2) complimentary seats per class. In addition, hosting agencies may purchase additional seats at the discounted rate of \$450 per seat.

STUDENT TUITION PAYMENTS & OTHER FEE'S

Course tuition to attend any "*Open Enrollment*" school is \$750 per student, and will be collected by Trilogy at the time application to attend is made. To maximize attendance we offer the following discounts. An agency purchasing two (2) seats will receive the third seat free, or an agency purchasing three (3) seats will receive the fourth and fifth seat free. This discount allows an agency to send multiple personnel for training at a reduced student price.

CANCELLATION POLICY

Trilogy makes every effort to avoid cancelling scheduled schools whenever possible. We realize natural disasters, low enrollment numbers and other unforeseen events may require the cancelling of a school from time to time. For this reason any "*Open Enrollment*" school is considered to be an "*At Will*" agreement that may be cancelled by Trilogy and/or the host at any time. Trilogy assumes no responsibility for any expenses incurred by any student applicant or hosting agency, other than the refund of course tuition, in the event a school is cancelled by either party.

Approximately 2 weeks prior to a schools commencement date Trilogy will review student registration numbers and reserves the right to cancel said school for a lack of students.

CLOSED ENROLLMENT SCHOOLS

A “*Closed Enrollment*” school is one which a host agency or organization has contracted a flat fee with Trilogy to conduct a school for a specific group of eligible students, (usually their own agency personnel). This type of school is not advertised openly and is, in general, not open to outside persons. Closed enrollment schools can typically be scheduled with less lead time, many times in as little as 4 weeks depending on the schools particular location. Trilogy will conduct “*Closed Enrollment*” schools for a flat fee of \$10,500 for up to 24 students within the continental U.S. Custom pricing for classes outside of the continental U.S., for class sizes larger than 20 or for more than one school is available upon request.

HOSTING REQUEST PROCEDURE

To host the Street Medicine Instructor (Train the Trainer) program complete the 2-page “*Host Request Form*” at the end of this section. It is best to select a school date 3 months out to allow for adequate advertising time. If you have questions about the training or scheduling of dates, please contact the Training Manager at 813-567-1099 or at training@trilogyhse.com.

Please complete all sections, print clearly and include complete addresses with zip codes as information on this form will be used for the shipping of materials and as well as be provided to all registered students.

Send your completed “*Host Request Form*” to:

TRILOGY TACTICAL
Tactical Medicine Division
training@trilogyhse.com
866-847-9802 FAX

Once received, reviewed and approved, your school will be assigned to an Tactical Medicine Division staff member who will be your school coordinator and liaison and be responsible for the registration of attendees. You will also receive email confirmation from the Training Manager of your assigned school coordinator and confirming for you the scheduling of your school.

Your assigned school coordinator will be responsible for taking the information you’ve provided in your “*Host Request Form*” and creating a “*School Announcement*” and “*Student Information Packet*” that will have your classroom and training facility information incorporated into it. You will be emailed a master copy of this document for you to photocopy and distribute as needed to your local area law enforcement agencies or other interested individuals as requested of you. All registered students will also receive a copy of this.

SCHOOL RESPONSIBILITIES

TRILOGY AGREES TO BE RESPONSIBLE FOR:

- Nationally advertising your school on the Trilogy website and within various outside law enforcement related websites & periodicals, (*“Open Enrollment”* schools only);
- Handling all aspects of student registration to include processing of tuition payments;
- Providing Trilogy Staff Instructors to instruct the school;
- Creating and disseminating school announcements and student information packets to any prospective student(s);
- Providing all manuals, handout materials and targets to be used for the week to include shipping expenses;
- Providing course completion certificates at the end of the week to all students successfully completing the school.

The hosting agency agrees to the following:

- Providing a liaison person to be present throughout the school and who will serve as the local contact point for students and Trilogy Staff prior to and during the school. If possible, the host liaison should be available to meet with the Trilogy Staff for an hour or two on the day prior to the commencement of school to facilitate classroom and range set up. The host liaison should also be available to assist Trilogy Staff with any other reasonable requests as necessary.
- Regionally advertising the school by sending out *“Training Opportunity Notifications”* via fax, email or other state law enforcement computer networks, (as permitted), to local area law enforcement agencies, trainers and/or officers and provide *“School Announcements”* and/or *“Student Information Packets”* as requested to any eligible individuals inquiring.
- Receiving, confirming receipt and securely storing of all Trilogy training materials shipped to your facility from Trilogy and other outside vendors;
- Arranging for all training materials to be available to Trilogy Staff on the day prior the start of the school;
- Assist, as needed, in the return shipping of materials back to Trilogy Staff at the conclusion of the school, (Note: All shipping costs will be incurred by TRILOGY TACTICAL.)

CLASSROOM REQUIREMENTS AND EQUIPMENT

A convenient, secure and comfortable classroom, protected from the elements is the key to providing students with an environment conducive to learning. The following are our minimum classroom requirements:

- A climate controlled classroom with sufficient chairs and desks/tables large enough to comfortably accommodate the class and is capable of being secured is required. The classroom should be located in close proximity to outdoor training area to facilitate a timely transition from classroom activities to range activities with a minimum of downtime. **It is necessary for the classroom to be reserved for the exclusive use of the Trilogy Tactical for the duration of this training as weather and other environmental factors may require changes to the daily schedule.**
- Chalkboard or dry-erase board with chalk and/or markers.