



**TRILOGY INTERNATIONAL**

Training Program Host Information

## **GENERAL HOSTING INFORMATION**

Trilogy International programs have been developed to provide much needed training in emergency medicine. These programs are open to Public Safety Agencies and Civilian Agencies/Groups. Training can be conducted at even the most modest of classroom and training facilities. Trilogy International provides training in Tactical Medicine, Range Medicine, Diving Medicine, and Scuba Diving at the Provider (student) level. Instructor training is available in Tactical Medicine and Range Medicine.

Assuming one's classroom and training facilities are suitable, our training programs 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 students sufficient 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.

## **STUDENT TUITION PAYMENTS & OTHER FEE'S**

Course tuition to attend any "*Open Enrollment*" school is determined by Trilogy International per student and will be collected by Trilogy at the time of registration. To maximize attendance, we may offer multiple seat discounts for departments/agencies sending multiple personnel. This discount policy is set by Trilogy International. 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 training programs whenever possible. We realize natural disasters, low enrollment numbers and other unforeseen events may require the cancelling of a program 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 training program is cancelled by either party.

Approximately 2 weeks prior to scheduled training dates Trilogy will review student registration numbers and reserves the right to cancel said training program for lack of student registrations.

### **CLOSED ENROLLMENT SCHOOLS**

A “*Closed Enrollment*” Training Program is one which a host agency or organization has contracted a flat fee with Trilogy to conduct a program for a specific group of eligible students, (usually their own agency personnel). This type of program is not advertised openly and is, in general, not open to outside persons. Closed enrollment programs can typically be scheduled with less lead time, many times in as little as 4 weeks depending on the host location. Trilogy will conduct “*Closed Enrollment*” training programs within the continental U.S. and Internationally.

### **HOSTING REQUEST PROCEDURE**

To host Training Programs please complete the 2-page “*Host Request Form*” at the end of this section. It is best to select dates at least 3 months out to allow for adequate advertising time. If you have questions about the training or scheduling of dates, please contact Trilogy International at 813-567-1099 or at [training@trilogyhse.com](mailto: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 INTERNATIONAL**

***training@trilogyhse.com***

**866-847-9802 FAX**

Once received, reviewed and approved, your program will be assigned to a staff member who will be your program liaison and be responsible for the registration of attendees. You will also receive email confirmation from the Training Department confirming your program and dates.

Your assigned Program Liason will be responsible for taking the information you’ve provided in your “*Host Request Form*” and creating a “*Program 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 within your local area. All registered students will also receive a copy of this.

## **Program Responsibilities**

### **TRILOGY AGREES TO BE RESPONSIBLE FOR:**

- Nationally advertising your program on the Trilogy website and within various outside related websites and via social media. (“*Open Enrollment*” schools only);
- Handling all aspects of student registration to include processing of tuition payments;
- Providing Trilogy Staff Instructors for the Training Program;
- Creating and disseminating school announcements and student information packets to any prospective student(s);
- Providing all manuals, handouts and related materials
- Providing course completion certificates at the end of the week to all students successfully completing the training program.

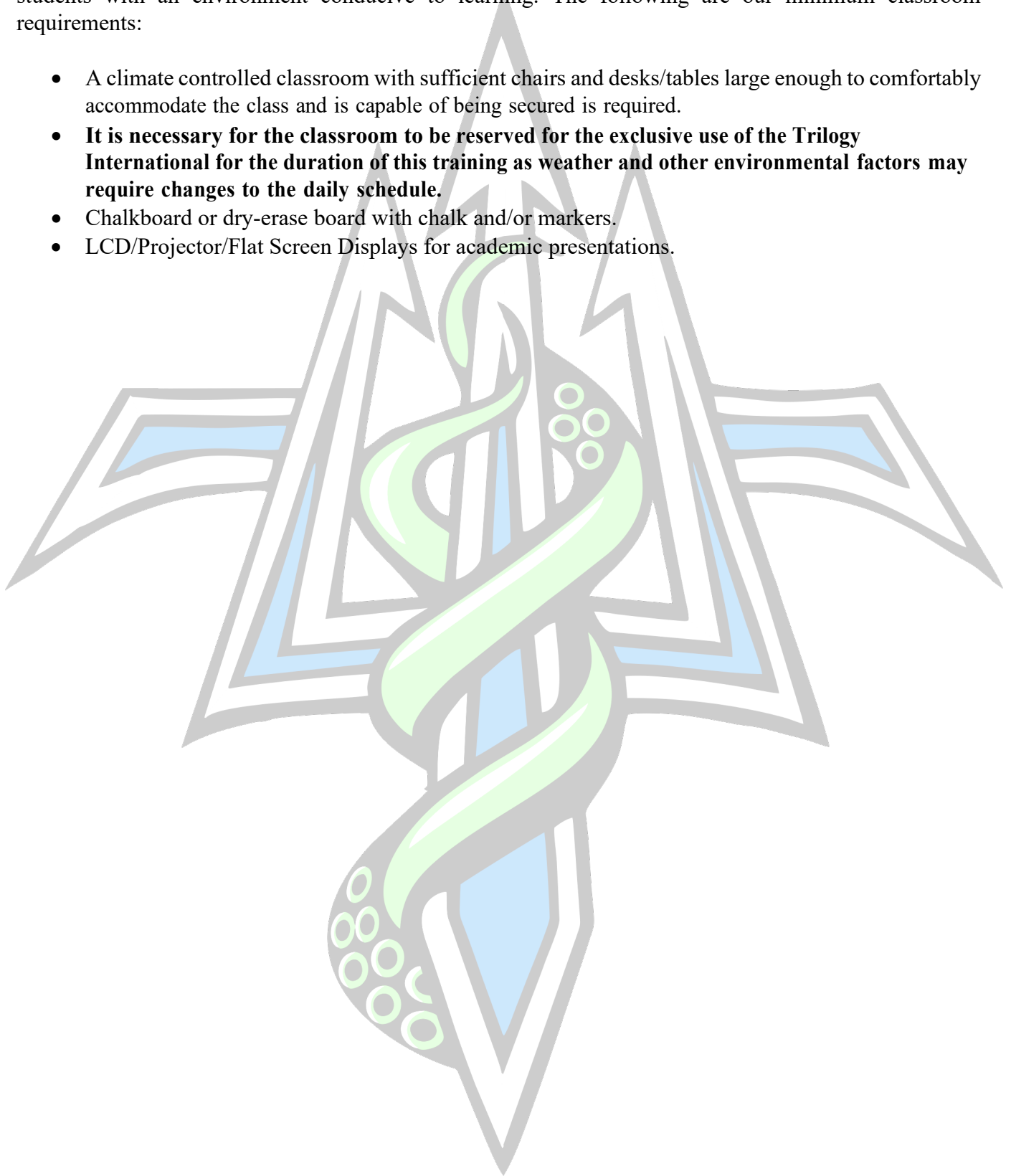
### **The hosting agency agrees to the following:**

- Providing a liaison person to be present throughout the training program and who will serve as the local contact point for students and Trilogy Staff prior to and during the program. 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 start of the program to facilitate classroom 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 social media networks, (as permitted), to local area agencies, trainers and/or other interested parties 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 International.*)

## 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.
- **It is necessary for the classroom to be reserved for the exclusive use of the Trilogy International 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.
- LCD/Projector/Flat Screen Displays for academic presentations.





# TRILOGY INTERNATIONAL HOST REQUEST FORM

TRAINING PROGRAM REQUESTED	OPEN / CLOSED	DATES REQUESTED
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	

HOST AGENCY NAME: \_\_\_\_\_

HOST AGENCY ADDRESS: \_\_\_\_\_

HOST COORDINATOR'S NAME: \_\_\_\_\_  
(Please include rank and/or title)

WORK PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_  
(Required) (Required)

**CLASSROOM INFORMATION**

ADDRESS: \_\_\_\_\_  
(Please provide complete mailing address as this will be where students are told to report on the first day of class)

Is the classroom able to be secured during and after class each day? **YES / NO**

Classroom seating max #: \_\_\_\_\_ # of Desks: \_\_\_\_\_ # of Tables: \_\_\_\_\_

Is the classroom reserved exclusively for Trilogy during this week? **YES / NO**

*I certify I have read the current **Trilogy Host Guide**, I fully understand the requirements for hosting **TRAINING**, and I can and will comply with all requirements & responsibilities.*

\_\_\_\_\_  
**Print Name** **Signature** **Date**

<b>FOR OFFICE USE ONLY</b>			
Date request received:	By:	Attendance capped at:	By:
Date school Scheduled:	By:		

# TRILOGY INTERNATIONAL

## HOST REQUEST FORM

### **SUGGESTED HOTELS**

Please provide the name, address and phone number of 3 local hotels you could recommend as being clean, safe and convenient to your training facility and classroom.

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

### **DIRECTIONS & MAPS**

Please provide a map with this packet that contains all of the following information on it:

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Local major highways</li><li>2. The hotel locations</li><li>3. Classroom location</li></ol> | <ol style="list-style-type: none"><li>4. Training Facility or Range if separate from classroom.</li><li>5. Other important details, (airport or other landmarks)</li></ol> |
|--|--|

This map will become part of the “*Student Information Packet*” and included with the registration confirmation sent to each student. Please provide a clear color printed map with the above information clearly notated on it from one of the internet mapping services, (such as Google Maps, MapQuest, Yahoo or Bing Maps). Please do not photocopy street or other printed maps as they typically do not reproduce or fax clearly.

Completed “*Host Request Forms*” should be emailed or faxed to the attention of the Tactical Medicine Training Manager at:

**TRILOGY INTERNATIONAL**

866-847-9802 (Fax)

training@trilogyhse.com