



Guidelines for Hosting a DOE Co-Sponsored CAC Fundamentals and Advanced Training

When hosting a DOE co-sponsored Compressed Air Challenge training, there are guidelines that must be followed to ensure that all of the required materials are ordered and the instructors are properly assigned.

- You are required to purchase the Best Practices Manual (BPM) for all Fundamentals seminars. *(This item is separate from the materials that DOE provides free of charge to the co-host.)* In some cases the DOE will provide seminar workbooks, which are in addition to the BPM, from a government printer, if this is the case you will be so informed. Hosts receiving DOE printed workbooks are required to purchase copyright licences. You can order your manuals, workbooks and licenses directly from the CAC website but will need to contact Tracey Kohler for the correct log-in information first. The order should be placed about three weeks before the seminar. You can reach Tracey at info@compressedairchallenge.org or 703-867-2175. The Best Practices Manuals are \$50.00 each, plus shipping. Fundamentals workbooks are \$30, Advanced workbooks \$50, and copyright fees \$10 per item.
- Two instructors are required for Fundamentals that have 30 or more attendees and all Advanced courses. All DOE co-sponsored trainings are required to have a 15-registrant minimum. DOE may provide a grant toward the cost of one of the instructors, approved on a case-by-case basis. Training hosts are financially responsible for the cost of the second instructor (transportation, lodging, and instructor fee) if required.
 - **If you believe that you will exceed 30 attendees, DOE asks that you cap your registration at 30, provide back-to-back sessions, or assign a second instructor.**
 - Please visit www.compressedairchallenge.org to view a list of qualified Fundamentals and Advanced instructors. To locate the list, click on “Training” on the menu on the left column. Within this page, click on “CAC Qualified Instructors” at the top. When you click on an instructor’s name, you will be provided with their contact information and a short bio. Contact the instructors directly to determine their availability. The instructor fee set by CAC is \$1250.
 - The second instructor, if required, must be assigned at least 30 days prior to the training.
 - Once assigned, contact Sarah Tilbor immediately at 703-748-5241 or DOEITPTraining@ppc.com with the name of the instructor.

- If DOE is funding part of the Instructor fees, 15 people must be registered 15 business days in advance of the training.
- The cost of the second instructor can be recouped through a registration fee. The DOE asks that the host fund the session on a non-profit basis if obtaining DOE finding. The maximum fee that can be charged for CAC Fundamentals training is \$375 and Advanced training \$750.
- CAC will provide a certificate of attendance template, upon request, to be printed by the host (not DOE). CAC will not issue certificates directly.
- Continuing Education Units (CEU's) are awarded for CAC training to those graduates requesting them. Iowa State University issues CEU certificates for the classes for a fee of \$10 per certificate. The hosts have the option of offering to pay for the CEU certificates or of asking the recipients to pay for them. Obtaining CEU certificates is optional; some students will be interested in obtaining them and others will have no need for them.
 - Request CEU cards from Registration Services at Iowa State University. They can be contacted at 515-294-6222 or registrations@iastate.edu
 - Request the cards about three weeks prior to the class.
 - To ensure that each student requesting a CEU certificate has completed the entire class, distribute the cards to each student at the end of the class.
 - The students will complete the cards if they want a CEU certificate.
 - The completed postcards are collected by the training host and sent with the appropriate payment to the attention of:

CEU Manager
Iowa State University
Registration Services
117 Printing Building
Ames, IA 50011

- Alternatively, the host may ask the students to send their cards and payment to Iowa themselves. The address is on the CEU request card (sample included in hosting kit).
- ISU will file the information and send the certificates to the students.
- The Fundamentals course is worth 0.7 CEUs and the Advanced course is worth 1.4 CEUs.

If you have any questions regarding Compressed Air Challenge policy, please contact Tracey Kohler, Sarah Tilbor, or visit the Compressed Air Challenge website (www.compressedairchallenge.org). The Workshop Hosting section will provide you with a Hosting Overview, Frequently Asked Questions, Hosting Brochures, and more.

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