



Introduction to Hosting

Thank you for your interest in hosting Compressed Air Challenge® (CAC) training. We will work with you to conduct a successful event. Our experience has shown that hosting a CAC session is valuable in establishing rapport between organizations and their customers. Your customers will also appreciate your helping them maximize their efficiencies and cost savings through hosting the training.

The CAC offers two types of in-class training workshops; the classes and textbook requirements are:

- ***Fundamental of Compressed Air Systems***
 - One day (8 hours including lunch)
 - Text Requirements
 - Fundamentals of Compressed Air Systems Workbook (\$30 each)
 - Best Practices of Compressed Air Systems Manual (\$50 each)
- ***Advanced Management of Compressed Air Systems***
 - Two days (16 hours including lunch)
 - Text Requirement
 - Advanced Management of Compressed Air Systems Workbook (\$50 each)

While not a required prerequisite, the CAC recommends students take the *Fundamentals* class before taking the *Advanced* class.

Hosting Overview and Guidelines

Any organization may host a CAC training workshop but all trainings must comply with the CAC's policy of product neutrality. This means products or companies may not be marketed within the class; although company materials may be placed outside the classroom and a representative of the host organization may welcome the students at the start of class. However, the training may not be used to imply CAC endorsement of any particular product or line of products.

You may co-host the training with others, one of which must be the CAC as an organization or one of the individual CAC Sponsors. We can assist you in contacting the Sponsors if you are interested in co-hosting with one of them. The CAC Sponsors are:

- Association of Ingersoll-Rand Distributors (AIRD)
- BC Hydro

- Compressed Air and Gas Institute (CAGI)
- Compressor Distributors Association (CDA)
- Iowa Energy Center
- Manitoba Hydro
- National Grid USA
- Northeast Utilities
- Northwest Energy Efficiency Alliance (NEEA)
- NSTAR Electric & Gas Corporation
- Northeast Utilities
- Pacific Gas & Electric (PG&E)
- U.S. Department of Energy

You may have as many or as few co-hosts as you like. **The CAC has found that an effective hosting partnership often includes a local utility, a manufacturer, and a local government or business association.** Most important, your co-hosts will help you market the training through their customer bases. The co-hosts may split costs and profits, if any, in whatever manner you all agree upon. Please note that if you are co-hosting with the U.S. Department of Energy (DOE) there may be funding available to help support cost, but special rules apply. Please see the [DOE co-hosting overview document](#) if you are interested in co-hosting with DOE.

Budget and Fees

Please see the [sample budget documents](#) for estimated costs and fees for both the *Fundamentals* and *Advanced* courses. The costs are estimated; the only **fixed** costs are for the *Best Practices manuals* (distributed at Fundamentals classes only), training workbooks, instructor costs, and CEU certificates, if desired. To cut costs, consider using on-site training facilities, which your organization or a co-host might have available. The **maximum fee** you are allowed to charge attendees for a *Fundamentals* class is \$375; the maximum fee for attendees at an *Advanced* class is \$750. However, if your class is co-hosted and subsidized by the U.S. Department of Energy, you may only charge the amount necessary to cover your costs, up to those maximum fees, *i.e.*, co-hosts with DOE may not make a profit.

Training Materials

You must order any required training materials through the CAC website bookstore. In some cases for DOE sponsored events the training workbooks (not Best Practices Manuals) will be supplied by DOE, you will be advised if this is the case. Once you are ready to purchase materials, CAC will provide the username and password to access host pricing. Contact info@compressedairchallenge.org for access. If DOE prints your workbooks, or you print them yourself, a \$20 copyright fee applies to each workbook printed, this copyright license can be purchased through our bookstore.