

On-Site Training Request

Thank you for your interest in on-site training for your early education program. **thread** is committed to serving programs by providing high quality trainers and training throughout Alaska. To assist us in serving the various training needs of each program, please read the following guidelines prior to submission of your on-site training request.

- In order to adequately accommodate each request, please submit the on-site training request form to the appropriate **thread** office at least three weeks in advance of the desired training date.
- Submission of the on-site training request form to **thread** does not guarantee training will be available and is dependent on the availability of **thread** trainers.
- To adequately address a topic requires at least two hours, therefore a minimum of two hours of on-site training may be requested.
- After receiving this form, **thread** staff will contact you about your on-site training request to better understand your training needs and to begin the scheduling process.
- A contract outlining the fee and expectations for the requested on-site training will be sent for approval and the signed original must be returned to **thread** prior to the day of training.
- **thread** will submit an invoice after completion of the training for payment based on the below fee scale:

| Approved or Licensed Early Care and Education Programs | | |
|--|--|--------------|
| Service | Description | Training Fee |
| Two hour on-site training | Training for up to 25 participants (Includes on-site preparation) | \$600 |
| Four hour on-site training | Training for up to 25 participants (Includes on-site preparation) | \$1000 |
| All day on-site training | Training for up to 25 participants (Includes on-site preparation) | \$1600 |
| Additional participants | Flat rate to cover any additional participants (over initial 25 participants) | \$125 |

| Federally Funded or Non-Licensed Early Care and Education Programs* | | |
|---|--|--------------|
| Service | Description | Training Fee |
| Two hour on-site training | Training for up to 25 participants (Includes on-site preparation) | \$975 |
| Four hour on-site training | Training for up to 25 participants (Includes on-site preparation) | \$1625 |
| All day on-site training | Training for up to 25 participants (Includes on-site preparation) | \$2600 |
| Additional participants | Flat rate to cover any additional participants (over initial 25 participants) | \$250 |

*Federally funded child care programs include, but are not limited to, Head Start and military programs. Additionally, programs are responsible for any travel expenses occurred to facilitate on-site training.

For any training requests for any hours not specified, please contact your regional **thread** office for more information. The training fees listed above are effective August 1, 2013.

On-Site Training Request

Contact Information

Primary Contact: _____

Program/Agency Name: _____

Mailing Address: _____

City: _____ State: Alaska Zip Code: _____

Phone: 907 _____ Email: _____

Training Information

Tentative Date(s): _____ Tentative Time(s): _____

Total # of Hours Requested: _____ Expected # of Participants: _____

Training Location: _____

Training Topic(s): _____

Training Description: _____

Reason for Request

- Professional Development
 Staff Development
 CDA Hours
 Licensing Hours
 Licensing Mandated
 Other: _____

Agreement

I have read and agree to **thread's** on-site training request guidelines. Once approved a contract will be developed and sent to you with the specific agreement terms and financial responsibilities.

Signature: _____ Date: _____

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