



CSSE

Canada's Safety, Health and Environmental Practitioners

In-House Course Option

Chapter Sponsored

Purpose:

To give flexibility to CSSE Chapters to provide Professional Development or CHSC courses to their members outside of the national schedule of courses offered in major cities across Canada.

Benefits:

- ✓ Targets courses of specific interest to area members and CHSC applicants.
- ✓ Flexibility to schedule courses on the dates that suit Chapter members.
- ✓ Increases registrations per course by identifying specific courses of interest.
- ✓ Any surplus revenue (or deficit) is split 50/50 with CSSE National.



How It Works:

- ✓ Chapters engage members to identify courses of interest and possible dates. Each course requires two full days.
- ✓ Chapters advise the CSSE office of their wish to schedule an in-house course, and provide one primary date, and at least one alternate date.
- ✓ The CSSE office requests availability from instructor(s) and confirms with the Chapter once received.
- ✓ The CSSE office prepares an In-House Course Agreement for signature by the Chapter and appropriate Instructor contracts.
- ✓ Once signed documentation has been received by the CSSE office, the course offering is posted to the website, ready for registrations.
- ✓ The CSSE office ships all course material to contact prior to the event.

Please note:

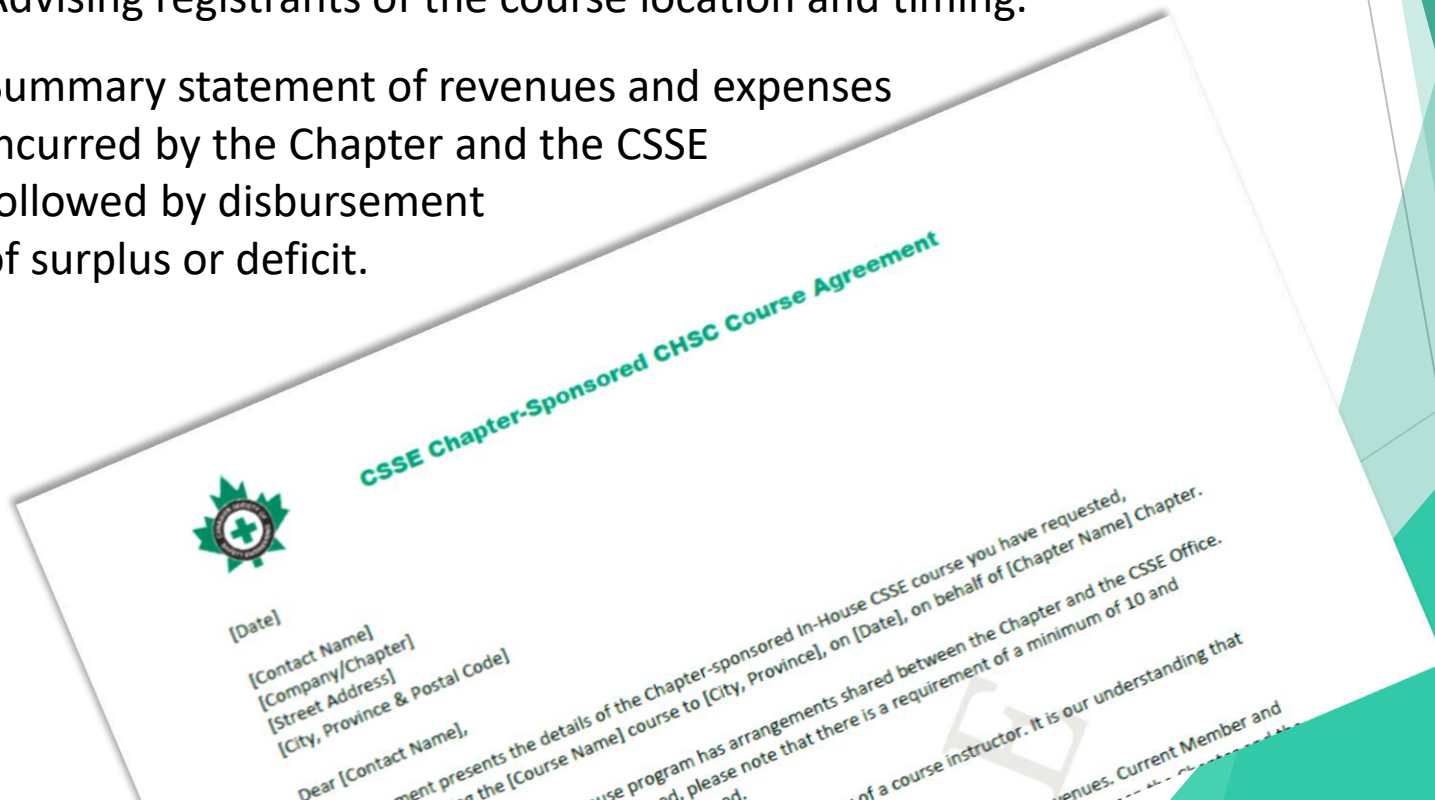
Ten confirmed registrations (by 10 days prior to event) generates sufficient revenues to cover all expenses, to a maximum 20 of students, with up to +5 additional students if Instructor consents. There is some flexibility, depending on various factors.

Chapter Responsibilities:

- ✓ Arrangements for the training facility, food and beverage (breakfasts, morning /afternoon breaks and lunch on both days) and audio-visual requirements (projector, screen and speakers).
- ✓ Setting up room in tables of 1/2 rounds of 4-5 people with one (1) flip chart per table and one (1) flip chart for the instructor, as well as a small table for instructor and/or reference materials next to LCD.
- ✓ Local course promotion. The CSSE office will assist if requested.
- ✓ Providing a full description of venue details, including on-site contact person and telephone number to the CSSE Office 14 days prior to the beginning of the course, for shipping of material.
- ✓ Providing documentation/invoices for all expenses incurred.

CSSE Office Responsibilities:

- ✓ Advising the Chapter of Instructor training room requirements/set-up.
- ✓ CSSE website listing and collection of registration fees.
- ✓ All course materials (printing and shipping), all instructor expenses, and all other administration costs.
- ✓ Advising registrants of the course location and timing.
- ✓ Summary statement of revenues and expenses incurred by the Chapter and the CSSE followed by disbursement of surplus or deficit.



Additional Options:

- ✓ Chapter may opt to 'brown bag' breakfast and lunch to reduce expenses, but must advise instructors and participants in advance.
- ✓ Training room and/or AV equipment may be donated, but will not be considered an expense.



The Little Stuff:

- ✓ In-house offerings cannot conflict with an identical CSSE course 3 months either side of a previously scheduled course (within 250 km of the scheduled venue).
- ✓ All in-house offerings subject to Instructor availability.
- ✓ Ten confirmed registrations is a working number to generate sufficient revenues to cover all expenses, to a maximum of 20 students, with up to +5 additional students if Instructor consents.
- ✓ Course offering may be held in summer months if requested (July-August) dependent on Instructor availability.
- ✓ Course fee is always advertised as published CSSE rates (Member and non-Member).
- ✓ Venues must be to CSSE standards for room size and set-up and AV as required by the Instructor.
- ✓ Signed Agreement between both parties (Chapter and CSSE) signals understanding of responsibilities.

Ready to Schedule?

If you're ready to schedule an In-House Course for your Chapter, or wish additional information, please contact:

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