



## Course Hosting Information

Thank you for your interest in continuing your firearms training. We look forward to the opportunity to working with your department. If you have any questions, please contact the US Training Center at 252-435-1840.

**Hosted Training Schools** – We can conduct most of our law enforcement, military, and armorer training courses at the host agency site. The ability to host a specific course will depend on the training facilities available at the desired site.

**Tuition** - Tuition for each course will be comparable to the normal course tuition at one of the US Training Center locations, possibly adjusted for travel costs for the instructors. Contact your US Training Center Sales Representative for an exact quote.

**Registration** is open to all customers who meet the normal credential requirements for the specified US Training Center course, and is required 15 to 30 business days prior to the date the course is scheduled. The minimum level of completed student applications accompanied by tuition payment, is required with receipt of the application. If this requirement is not met, the school may be cancelled by US Training Center due to a lack of students.

**Class Size** – Maximum class size may be limited by available facilities, available weapons, and time allotted for the course of instruction. A minimum number of students is required for a school to be conducted.

**Training Dates** – Please confirm the training dates before starting to make arrangements for the course. Our schools and our training staff are typically scheduled about 6-9 months in advance. Requested school dates cannot be confirmed until all the necessary paperwork is received by US Training Center.

### **US TRAINING CENTER RESPONSIBILITIES:**

- Post course information on web-site
- Provide training staff and student handout materials.
- Register students and accept student payments
- Provide course completion certificates

**HOST RESPONSIBILITIES:**

- Provide a coordinator
- Advertise in the regional area (announcements to state and local law enforcement agencies, other interested parties).
- Receive training material shipments
- Assist in outgoing shipments after the course

**IMPORTANT INFORMATION:**

It is highly recommended that agencies investigate if there is enough interest in the area prior to agreeing to host a course. Insufficient enrollment causes many hosted courses to be cancelled.

The key to successfully hosting the course is sufficient enrollment. Once dates are confirmed, US Training Center will provide an electronic flier that can be e-mailed, faxed, or printed and mailed to all potential customers. Directly contacting agencies that may be interested is essential to getting the word out about the course. It is recommended to begin with all agencies/organizations in at least an eight-hour driving radius from the course location. Possible customers may include law enforcement agencies, military units, reserve and guard units, nuclear power plants, and civilian gunsmiths. US Training Center reserves the right to not run a course that would compete with other scheduled courses at US Training Center locations or hosted locations.