

T19 – Member Training Hosting Procedures
Revision 2.6 – January 05, 2016



Member Training Hosting Procedures

Reducing the Cost of Member Training

Much of the cost of member training is dedicated to paying for the facilities used to deliver the training. Using CALA-member training facilities can reduce the cost to members.

Do you have such a facility?

Technical training is delivered to a maximum of 20 participants and non-technical training is delivered to a maximum of 40 participants. **If you have a training facility that can be used to deliver either of these types of training sessions for CALA-sponsored training, then we want to hear from you!!!** Please contact the CALA Training Program at CALA and let us know if you wish to host any CALA -sponsored training.

What are the benefits to the hosting organization?

If members have a facility available, and it is used to deliver CALA -sponsored training, the member gains:

- The saving of travel costs of participants from the hosting organization.
- The saving of 10% or more on the registration costs of the training for every participant from the hosting organization.
- The increased visibility of member's commitment to the goals and objectives of CALA.

What does this cost the hosting member?

If members elect to host a training session, CALA will ask that they provide the following:

- A training room with the capacity required to deliver the selected training (*approx. 36 square feet of space per participant, in classroom or round table setup*)
- An LCD projector and screen

Are there any limitations?

CALA arranges member-specific training at a member site with the understanding that the training facilitator does not participate in any assessment activities involving the member laboratory for at least two years, in accordance with Q14 - CALA *Conflict of Interest and Confidentiality Code*.

Options available for Hosting organizations

The following options are available for hosting organizations:

Canadian Association for Laboratory Accreditation (Inc)

Suite 102, 2934 Baseline Road , Ottawa, Ontario K2H 1B2

Phone: (613) 233-5300 Fax: (613) 233-5501 <http://www.cala.ca>

1. On-site (or at a facility provided by the host) **public** course.
With this option the hosting organization receives a discount for all of their participants. The course is open to the public. Participants from other organizations pay the regular participant cost. CALA advertises the course and registers the participants.
2. On-site (or at a facility provided by the host) **dedicated** course
A dedicated course is open to the members of the hosting organization only. A minimum number of participants is required (minimum varies per course). The hosting organization provides a list of registrants to CALA prior to the course.

Request for Quote

If you are interested in hosting a course in your area contact:

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Training Manager
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613-233-5300