# P02-06 – CALA PROGRAM DESCRIPTION – TRAINING FEE SCHEDULE

**Revision #1.24**

March 25, 2021

CALA

Trust, measured accurately

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# 1.0 INTRODUCTION

The following fees are:

- subject to change without notice;
- effective January 1, 2021;
- payable in advance (based on estimated fees); and
- quoted in Canadian dollars.

# 2.0 CALA TRAINING SERVICE FEE STRUCTURE

## 2.1 Price per participant – CALA Public Courses

| CALA Public Classroom and Virtual Courses | | Voting Institutional Members | Non-Members |
|---|---|---|---|
| Understanding ISO/IEC 17025:2017 (2 days) | Virtual | $977.50 | $1150 |
| | In-class | $1105 | $1300 |
| Understanding ISO/IEC 17025:2017 for Cannabis Laboratories (2 days) | Virtual | $977.50 | $1150 |
| | In-class | $1105 | $1300 |
| Cause Analysis (1 day) | Virtual | $561 | $660 |
| | In-class | $646 | $760 |
| Risk-based Thinking in ISO/IEC 17025:2017 (1/2 day) | Virtual | $306 | $360 |
| | In-class | $348.50 | $410 |
| Internal Auditor Course for ISO/IEC 17025 (2 days) * | Virtual | $1071 | $1260 |
| | In-class | $1198.50 | $1410 |
| CALA Lead Auditor (2 days) ** | Virtual | $1071 | $1260 |
| | In-class | $1198.50 | $1410 |
| Laboratory Train the Trainer (2 days) | Virtual | $897.60 | $1056 |
| | In-class | $1025.10 | $1206 |

| CALA Public Classroom and Virtual Courses | | Voting Institutional Members | Non-Members |
|---|---|---|---|
| Management for Laboratory Managers (2 days) | Virtual | $918 | $1080 |
| | In-class | $1045.50 | $1230 |
| Measurement Uncertainty (Chemistry) (1 day) | Virtual | $255 | $300 |
| | In-class | $748 | $880 |
| Measurement Uncertainty (Microbiology) (1 day) | Virtual | $663 | $780 |
| | In-class | | |
| Method Validation (1 day) | Virtual | $663 | $780 |
| | In-class | $748 | $880 |
| Internal Calibration for Laboratories (1 day) | Virtual | $561 | $660 |
| | In-class | $646 | $760 |
| Introduction to Control Charts (1 day) | Virtual | $561 | $660 |
| | In-class | $646 | $760 |
| Use and Management of Control Charts (1 Day) | Virtual | $561 | $660 |
| | In-class | $646 | $760 |
| Getting Things Done (1 day) | Virtual | $600 | n/a |
| | In-class | $750 | n/a |

* Please note that in order to be able to take the Internal Auditor course it is a pre-requisite that you have taken the Understanding ISO/IEC 17025 course or have equivalent knowledge.

**Please note that in order to be able to take the Internal Auditor course it is a pre-requisite that you have taken the Understanding ISO/IEC 17025 course OR have equivalent knowledge of the standard.

For international organizations, per-participant fees are paid in Canadian dollars per Training Program Fee Structure. Instructor travel expenses for international hosted courses are extra.

CALA does not normally provide training to groups whose first language is not English or French. In the event that groups whose first language is other than English or French, CALA

will charge a premium for simultaneous interpretation during training and for the translation of course materials. The cost will be negotiated at the time of agreement.

## 2.2 Group discounts

Laboratories that register 3 or more employees for a public course are eligible to receive a 10% discount on the cost per participant. Contact training@cala.ca or call 613-233-5300 x221 prior to registering a group to arrange for the discount.

## 2.3 Webinars

CALA has two webinar series, the Laboratory series and the Leadership series, and offers one webinar from each series every month. Webinars can be purchased and attended live, or can be purchased as a recording. The list of upcoming live webinars and recordings available for purchase can be found at: https://cala-training.myshopify.com/collections/webinars-1

CALA also offers a webinar subscription that can be purchased at any time and run for one year from the date of registration.

| Webinar type | CALA Institutional Voting member | Non-member |
|---|---|---|
| Live webinar<br>One registration provides one login to a live webinar, plus access to the recording for 30 days following the webinar. | $85 | $100 |
| Recorded webinar<br>One registration access to the recording for 30 days. | $85 | $100 |
| Premium plan (1 year)<br><br>Includes live webinars from both the Laboratory and Leadership series plus unlimited access to all webinar recordings. | $2000 | $2600 |

# 3.0 ON-SITE (DEDICATED) TRAINING

CALA provides dedicated courses either virtually or at your laboratory location. Dedicated courses reduce your training costs. The cost per person is lower than public courses, and you reduce your employee downtime as well as save on travel costs. We customize our training programs to meet your specific needs and bring our expert instructors to your laboratory – either in-person, or virtually. Courses are scheduled when and where you need them.

In addition to the courses listed in section 2.0, CALA offers the following courses:

- ISO/IEC 17025:2017 Overview
- ISO/IEC 17025:2017 Overview for Managers
- ISO/IEC 17025:2017 Refresher

Custom courses on any topic related to management systems or leadership in the laboratory can also be arranged.

If you have a group of people requiring training, contact us for a quote at training@cala.ca or 613-233-5300.

# 4.0 REDUCE THE COST OF TRAINING

CALA is looking to partner with laboratories that have space available to hold public training courses. We will provide a discount to any of your employees who attend a course hosted at your facility. For more information contact training@cala.ca or call 613-233-5300.

# 5.0 PAYMENT NOTES

- All fees are in Canadian dollars.
- All fees stated are exclusive of applicable Goods and Services Tax (GST) or Harmonized Sales Tax (HST).
- Payment may be made by credit card (VISA, MasterCard, AMEX, Discovery, Diners Club), Interac or cheque. Credit card and Interac payments may be made through CALA's training storefront at http://www.cala.ca/training. To pay by cheque, contact training@cala.ca or 613-233-5300 x221 to arrange for an invoice.
- To make payment through direct bank deposit or wire transfer, please contact:
  Financial Administrator
  Telephone: (613) 233-5300, ext. 233
  Fax: (613) 233-5501

Email: finance_admin@cala.ca

## REVISION HISTORY

| Date | Revision # | Revision |
|---|---|---|
| March 24, 2021 | 1.24 | Updated course list and prices. Added payment details for group discounts. Revised on-site training information. Updated payment information. |