HOST RESOURCE 02

Hosting Information Packet

Planning responsibilities, classroom readiness, and the path from an initial inquiry to a confirmed training event.

HOST A CLASS

START HERE

Choose The Correct Training Path

PLANNING ITEM	OPEN-ENROLLMENT HOST	PRIVATE AGENCY TRAINING
Audience	Individual law-enforcement registrations	Agency-selected personnel
Host Fee	FREE for the host agency	Published flat-rate tiers; final terms in the written agreement
Registration	TTS manages registration and student communication	Defined through the agency inquiry and proposal
Facility	Host provides a suitable classroom and site support	Venue and logistics are confirmed with the agency
Next Step	Submit the host form and venue details	Submit training need, timing, venue, and agency contact

CURRENT RATE SHEET

Current private-agency flat-rate tiers are published in the dedicated Private Agency Pricing And Training Information sheet. Reasonable travel expenses, final scope, scheduling, and applicable terms are identified in the written agreement. No engagement is confirmed until that agreement is completed.

AT A GLANCE

Open-Enrollment Responsibilities

HOST

Classroom, seating, tables, HDMI display, site access, parking, restrooms, climate control, and local coordination.

TTS

Instruction, registration, marketing, student communication, digital materials, and an Apple MacBook.

ROOM CAPACITY

Physical capacity for at least 30 people; this is not an enrollment minimum.

HOST SEATS

One FREE Seat per 10 paid registrations, up to 10 FREE Seats.

PRE-CLASS CHECKLIST

Venue And AV Readiness

Use this checklist before the event is announced and again before the training date.

- 01 Confirm the training room, date, hours, address, parking, and building access.
- 02 Confirm physical room capacity of at least 30 people.
- 03 Confirm tables and seating for the expected class size.
- 04 Test the projector or display and its HDMI input.
- 05 Confirm power, restrooms, climate control, and any local access instructions.
- 06 Identify one setup contact and one day-of-training contact.
- 07 Send classroom and AV photographs before the class.
- 08 Coordinate any local facility restrictions or arrival instructions with TTS.

COURSE DAY

Materials And Student Administration

AREA	OPERATING STANDARD
Digital Materials	TTS provides digital student materials at the beginning of class.
Instructional Content	Course materials remain subject to the proprietary and use restrictions stated in the course documents.
Attendance	Attendance and any applicable certificate requirements are managed through the published course process.
Training Credit	Training credit varies by jurisdiction and course. TTS makes no approval claim unless that approval is confirmed.

KEEP PLANNING SIMPLE

A complete first inquiry includes the agency name, host contact, preferred timing, training room address, expected capacity, and any known AV or building-access limitations.

NEXT STEP

Use the Host A Class page for the complete inquiry. For direct coordination, email the contact address shown here.

contact@myinterdictionacademy.com

HOST A CLASS

PRIVATE AGENCY TRAINING

From Inquiry To Approved Proposal

Private training is coordinated around the agency's stated need, personnel, venue, and timing.

01 Submit the agency name, contact information, training need, preferred timing, and proposed venue.

02 TTS reviews course fit, schedule, delivery requirements, and available options.

03 TTS prepares a written proposal covering the approved scope and applicable terms.

04 The agency reviews the proposal and coordinates any required procurement or vendor steps.

05 Training is confirmed only after the approved proposal and applicable terms are agreed.

DOCUMENT CONTROL

Important Planning Boundaries

PRICING **Use the published Private Agency Pricing And Training Information sheet for current flat-rate tiers.**	CONTRACTING **No contract is formed by downloading or sharing this packet.**
COURSE APPROVAL **No jurisdictional credit or approval is claimed unless specifically confirmed.**	FINAL DETAILS **Published class details and the approved written proposal control their respective training paths.**

NEXT STEP

Begin with one complete inquiry so the correct training path and next steps can be identified.

contact@myinterdictionacademy.com

HOST A CLASS