

2020 Custom Training and Conference Presentation Application Form Q&A

Why move to an application process?

SRCAC is moving to this new application process so that we may better utilize our training resources. Prior to the application process, SRCAC trainers would accept training requests on a rolling basis, which often resulted in our training calendar becoming full by mid-year, thereby making it difficult to accept new requests or being intentional with our trainers' time. We see our trainings as an opportunity to partner with your staff or MDT—not just for the training but also afterwards to better ensure that the initial goals of the training are being met. Finally, having the requests ahead of time will enable our team to engage with your state Chapter. For those Chapters that have the capacity, it will enable them to partner with SRCAC to deliver the training and/or to provide continuing support afterward. We are hoping too that this new process will encourage your staff and/or MDT to think about and plan your training needs for the coming year.

How will conference presentation and workshop requests be handled?

SRCAC trainers are often asked to present at conferences throughout the region. We will continue to deliver presentations and workshops; however, we are making some changes to this process as well. To ensure that our trainers have the capacity to provide training and technical assistance to the region, we may only be able to send one trainer to a conference, and we will present at conferences sponsored by the state Chapter or at other conferences but at the request of the state Chapter. On the online application form, you can choose from a listing of general topics on which we can provide presentations/workshops. If we are able to accommodate the request, we will be in touch with you to determine the specific areas on which you would like us to present.

How will the application process work?

We have created a brief one-page online form for both custom training requests and for requests for our trainers to present at conferences. Complete the application and click Submit. The deadline is 1/31/20. Once we have received all applications, SRCAC

will review them and let you know either way if we are able to accept the training or presentation request by no later than 2/28/20.

What happens if I have a training need after the application deadline? Will SRCAC accept any requests later in the year?

We understand that this is a new process that may require modifications as we proceed. We will consider requests that come to us later in the year depending on trainer availability and need. It is recommended, however, that you apply sooner than later because of the volume of training requests that we typically receive.

Are there any specific criteria that our organization or team need to meet?

In the online application, it will be important to articulate clearly the reason for the training request and to have realistic goals for what you want to achieve from it. We will also look at need, the urgency of the request, whether your state Chapter has the capacity to assist in any way, and whether SRCAC has been to your site in the last 12 months—which would not preclude us from accepting the request but may be a factor. We would also request that you commit to having at least 75% of the intended audience present for the training.

What if there is a training that I need that SRCAC doesn't provide?

If we don't have the expertise in a particular area or aren't able to accept the training request, we are working to develop a list of resources (contact names and organizations) to refer you to.

Does SRCAC charge a fee for custom trainings or conference presentations/workshops?

No, we don't charge any trainer/presenter fees. SRCAC will also cover the cost for our trainers/presenters to travel to your site or conference. These costs are covered by a training and technical assistance grant through the Department of Justice. However, if you need to cancel a training after travel costs (such as flights or hotels) have been incurred by the SRCAC trainer(s), you may be responsible for any cancellation fees. As mentioned previously, we expect that at least 75% of the

intended audience be present for the training. If this threshold isn't met, you again may be subject to any cancellation fees related to travel.

If you have any questions about this email or process, please contact [Caroline Rossi](#).