



NCYOJ Training Hosting Information and Requirements

Thank you for your interest in hosting an NCYOJ training event. The following information will assist you in making a decision regarding hosting an event and explain the roles of the Host Agency (referred to as the “Host”) and that of NCYOJ.

The Host serves as a liaison to NCYOJ, provides the training facility with AV equipment, and works with the NCYOJ Training Coordinator to handle logistical arrangements. NCYOJ staff will be on site but requires that a Host representative be available during the training to assist with any troubleshooting and other logistical arrangements.

NCYOJ processes all registrations, provides all training supplies, and meals. NCYOJ staff works with the Host to ensure everything is prepared for the training. **Approved Hosts receive two free registrations to send staff to the training.**

NCYOJ provides a limited numbers of trainings per year. Due to the extensive planning that is required, training dates need to be secured six to eighteen months in advance. Selection is based on a number of criteria including the Host’s region and nearby proximity to lodging and dining.

For more information, or if you have any questions, please contact NCYOJ at ncyoj@prainc.com or by phone at 866- 962-6455.

Host Responsibilities

Training Dates

- Work with the NCYOJ Training Coordinator to establish dates for the training course. Space is needed for **2.5 consecutive days** for the training, **and a half-day** for setup before the training begins.
- Consult with relevant calendars to avoid conflict with other scheduled events.

Training Room

- Select a training room that can comfortably accommodate 40-45 people in a single room, with adequate space for a screen that is visible to all attendees.
 - Ensure that the seating arrangement encourages interaction among participants. Pod arrangements of round tables and chairs is preferred.
- Ensure that outside food is allowed in the building and that the training room (or a nearby room) has space for caterers to set up meals. Also, ensure space for coffee/tea service.
- Ensure that the meeting space is comfortable for attendees: well-ventilated, well-lit, and free of outside distractions.
- Attendees need unrestricted access to restrooms in close proximity to the training room.

Equipment

- Work with the NCYOJ Training Coordinator to pre-arrange for the necessary training equipment, including:
 - LCD Projector and Screen
 - Speakers to play audio, connectable to a laptop
 - Access to the Internet
 - Easel notepad and markers
- Ensure necessary training equipment is in place and working at least one hour prior to the start of the training session.
- Consider delegating an on-call “technology specialist” to solve any equipment or software issues that may arise.

Course Fees for Host

- If approved as a host site, the Host will receive two free registrations. The Host will pay full registration fees for anything beyond two registrations.

Legal Contracts

- Any legal contracts drawn up for the purposes of conducting an NCYOJ training must be approved, executed, and submitted to NCYOJ at least 90 days prior to the start of the course.



NCYOJ Training Host Application

Contact Information

Contact Name	
Agency	
Address	
City, State, Zip	
Phone	
Email	

Train-the-Trainer Selection

Which Training-of-Trainers are you interested in hosting?	<input type="checkbox"/> Mental Health Training for Juvenile Justice (MHT-JJ)
	<input type="checkbox"/> Crisis Intervention Training for Youth (CIT-Y)

Training Room Logistics

Training location address	
Training room capacity	
Is group-style seating arrangement possible?	
Is Wi-Fi available in the training room?	
Is food allowed in the training room or building?	

A photo of the training room is attached.

Please describe any security processes for building access and movement (e.g. front door badge required):

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Is there anything else we should know or consider regarding your site?

I have read the NCYOJ Training Course Hosting Information and Requirements. I understand the requirements of a Host Agency, and I am willing to provide the necessary requirements.

Host Signature

Date

Return Information to:
Aly Feye
NCYOJ Training Coordinator
afeye@prainc.com