

Course Delivery Preparation Expectations & Course Delivery Fee Schedule

Course Delivery Preparation Expectations

In-Person Training

- Review course materials in their entirety. Course materials include:
 - Faculty resources, manual, presentations, activities, handouts, resources, references, attributions, knowledge checks, exams lesson plan, learning journey, and in some instances pre- work and LMS content.
- Correct grammar and spelling/typos as noticed.
- Review and make minor edits to outdated or incorrect information such as dates or statistics (swapping old for current information, not the creation of new content).
- Research local agencies for site visits.
- Adjust materials to any NWA-templates.
- Meet with co-instructor, if applicable.

Virtual Training

All Faculty-Led Online Modalities (except webinars)

- Review all course materials within the Learning Management System (LMS) -platform. Materials for review include:
 - Faculty resources, modules, presentations, activities, readings, knowledge checks, learning journey, resources and assignments.
- Notify Curriculum Manager of grammar issues/typos or outdated or incorrect information such as dates or statistics so that information may be corrected within the LMS.

Webinar Training

- Review presentation and any supporting materials.
- Do technology check with vendor as applicable prior to webinar delivery.
- Correct spelling/typos as noticed.
- Review and make minor edits to outdated or incorrect information such as dates or statistics (swapping old for current information, not the creation of new content).

Fee Schedule for Course Delivery

Course Type	Days	Preparation Fee	Travel Time Fee
1 day in-person	1	1 (.5 day per day plus .5 day per event)	0-2 days
2 day in-person	2	1.5 (.5 day per day plus .5 day per event)	0-2 days
3 day in-person	3	2 (.5 day per day plus .5 day per event)	0-2 days
5 day in-person	5	3 (.5 day per day plus .5 day per event)	0-2 days

Interactive Webinar	.5		
Faculty-led (3wks.)	4.5		
Faculty-led (4 wks.)	6		
One week workshop	3		
1 day accelerated	2		
2 days accelerated	4		
3 days accelerated	6		
5 days accelerated	8		
Hybrid or Blended	Equivalent to in-person	Equivalent to in-person	0-2 days

Explanation

In-person Delivery

.5 day of prep time for each day of training delivery and .5-day additional prep time per event for administrative tasks.

Travel Time Fee

Determined by location of your home base and the location of the event.