

## **REQUIREMENTS/CONSIDERATIONS FOR HOSTING A NATIONAL ANIMAL CONTROL ASSOCIATION TRAINING PROGRAM**

*Please Note: NACA's Hosting Requirements have changed, effective 3/20/09*

### **Hosting a Level 1 and Level 2 Academy**

The National Animal Control Association will consider bringing the National Animal Control Training Academies, Level I and Level II (both are 5 day courses), to any location based on the following contract fee schedule:

0 – 25 Students - \$13,125.00

26 – 35 Students - \$18,375.00

36 – 45 Students - \$23,625.00

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$525.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$11,025.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$13,125.00. The hosting agency is granted one (1) complimentary registration for every 25 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Another table, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

**Further questions can be directed to:**

John Mays, Executive Director, 913-768-1319, extension 6

E-mail: [naca@nacanet.org](mailto:naca@nacanet.org)

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**Hosting a Level 3 Academy**

The National Animal Control Association will consider bringing the National Animal Control Association's Level 3 Academy (a 4.5 day course), which includes Chemical Immobilization, Euthanasia Certification, Bite Stick and Pepper Spray (OCAT), to any location based on the following contract fee schedule:

0 – 25 Students - \$14,375.00

26 – 35 Students - \$20,125.00

36 – 40 Students - \$23,000.00

The class limit for the Level 3 Academy is 40 students.

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$575.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$12,075.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$14,375.00. The hosting agency is granted one (1) complimentary registration for every 25 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Two additional tables, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

**Additional Level 3 Program Requirements/Information:**

Chemical Capture - A range site is required for the practical training. The site can be a firearms range (if available) or another suitable area to set up targets and perform the practical training with delivery devices. Students are advised to bring their own delivery system for the practical training, but weapons will be available if they don't have their own.

Euthanasia Certification - The hosting agency is required to offer at least two animals (one dog, one cat) for the practical demonstration of the restraint techniques. The animals are only used for restraint demonstration. Live animals are not utilized for certification.

Bite Stick Certification - An area for the practical portion with the bite sticks is required (the meeting room may be utilized if the tables can be moved or removed). Students are encouraged to bring their own bite stick for the practical training, but bite sticks will be provided if they don't have their own.

OCAT (Pepper Spray) Certification - Students are not required to be sprayed or subjected to the pepper spray.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

**Further questions can be directed to:**

John Mays, Executive Director, 913-768-1319, extension 6

E-mail: [naca@nacanet.org](mailto:naca@nacanet.org)

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**Hosting a Chemical Immobilization Certification Workshop**

The National Animal Control Association will consider bringing the Chemical Immobilization Certification Workshop (a 1.5 day course) to any location based on the following contract fee schedule:

0 – 30 Students - \$7,650.00

31 – 40 Students - \$10,200.00

The class limit for this course is 40 students. Because of the expensive involved with offering this course, a minimum commitment of 30 students is required.

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$255.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$5,355.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$7,650.00. The hosting agency is granted one (1) complimentary registration for every 30 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Two additional tables, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

### **Additional Program Requirements/Information:**

Chemical Capture - A range site is required for the practical training. The site can be a firearms range (if available) or another suitable area to set up targets and perform the practical training with delivery devices. Students are advised to bring their own delivery system for the practical training, but weapons will be available if they don't have their own.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

### **Further questions can be directed to:**

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### **Hosting a Euthanasia Certification Workshop**

The National Animal Control Association will consider bringing the Euthanasia Certification Workshop (a 1.5 day course) to any location based on the following contract fee schedule:

0 – 30 Students - \$7,650.00

31 – 40 Students - \$10,200.00

The class limit for this course is 40 students. Because of the expensive involved with offering this course, a minimum commitment of 30 students is required.

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$255.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$5,355.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$7,650.00. The hosting agency is granted one (1) complimentary registration for every 30 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Another table, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

### **Additional Program Requirements/Information:**

Euthanasia Certification - The hosting agency is required to offer at least two animals (one dog, one cat) for the practical demonstration of the restraint techniques. The animals are only used for restraint demonstration. Live animals are not utilized for certification.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

### **Further questions can be directed to:**

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## **Hosting a Bite Stick Certification Workshop**

The National Animal Control Association will consider bringing the Bite Stick Certification Workshop (a 1 day course) to any location based on the following contract fee schedule:

0 – 25 Students - \$4,500.00

26 – 35 Students - \$6,300.00

36 – 40 Students - \$7,200.00

The class limit for this course is 40 students.

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$180.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$3,780.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$4,500.00. The hosting agency is granted one (1) complimentary registration for every 25 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Another table, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

## **Additional Program Requirements/Information:**

Bite Stick Certification - An area for the practical portion with the bite sticks is required (the meeting room may be utilized if the tables can be moved or removed). Students are encouraged to bring their own bite stick for the practical training, but bite sticks will be provided if they don't have their own.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

### **Further questions can be directed to:**

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### **Hosting a OCAT (Pepper Spray) Certification Workshop**

The National Animal Control Association will consider bringing the OCAT (Pepper Spray) Certification Workshop (a .5 day course) to any location based on the following contract fee schedule:

0 – 25 Students - \$2,625.00

26 – 35 Students - \$3,675.00

36 – 40 Students - \$4,200.00

The class limit for this course is 40 students.

The hosting agency is responsible for the full contract fee based upon the minimum number of students committed by the agency. Additional students, outside of the hosting agency, may be accepted in order to reduce the contract fee by \$105.00 for each student. As an example, if the hosting agency committed 21 students to the program and attracted another 10 students from the surrounding area, the hosting agency would be responsible for \$2,205.00 of the contract fee. Should the hosting agency be unable to attract additional students, then the agency would be responsible for the full contract fee commitment of \$2,625.00. The hosting agency is granted one (1) complimentary registration for every 25 paid registrations.

The hosting agency must sign a legally-binding contract in order for NACA to commit to any program. Additional hosting requirements include:

Local Airport - Programs can only be offered where there is a major airport within a short distance to the location. This is necessary due to instructors being able to fly in to that location and return relatively easy. Another factor is the cost of airline tickets to that location. If the cost is extremely high then the number or minimum attendees must also increase.

Meeting Space - The hosting agency must provide a meeting room which will accommodate the minimum number of students committed to the program. The meeting room should be set classroom style (if you are using 6 foot tables, please seat no more than 2 per table; if you are using 8 foot tables, please seat no more than 3 per table). A stand-up podium is also required along with a table outside of the meeting room for registration. The meeting room needs to be set by 7:00 a.m. each day, as we begin class each day at 7:30 a.m. Another table, in front of the meeting room, off to the side, is also required for equipment.

Audio/Visual Requirements - The following equipment should be available in the meeting room by 7:00 am each day:

- A Projection Screen.
- A table for Projection Equipment placed in the front of the meeting room.

Beverage Requirements - NACA requires the following Coffee Breaks:

- 2 gallons of regular coffee delivered to the meeting room each day by 7:00 a.m.
- Ice water and glasses in the meeting room each day by 7:00 a.m.

NACA Instructor Lodging - NACA will need to contract with a hotel in the area as lodging is required for our instructors. The hotel should be located within a 5-10 minute drive of your meeting room. Any required student lodging is left to the student's choice.

**Additional Program Requirements/Information:**

OCAT (Pepper Spray) Certification - Students are not required to be sprayed or subjected to the pepper spray.

If the above requirements can be met, then NACA will consider scheduling a program at your agency.

**Further questions can be directed to:**

John Mays, Executive Director, 913-768-1319, extension 6

E-mail: [naca@nacenet.org](mailto:naca@nacenet.org)

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