



AFCEA CHAPTER / PDC COURSE PARTNERSHIP



The AFCEA Educational Foundation Professional Development Center (PDC) will partner with AFCEA Chapters to provide training to AFCEA members in their local areas. These partnerships are intended to benefit not only the individual AFCEA members; but, the Chapter and PDC as well. Members will receive AFCEA's world-class training and the Chapter and PDC will share in the net profit.

Almost any course in the PDC Catalog can be produced in some fashion on site. Several do not travel well and one, #281 NECC, **does not travel at all**. The process is as follows:

At Least Four Months Prior to Course Start Date:

1. Contact the PDC with the following information to facilitate a discussion about what is feasible:
 - a. Desired course
 - b. Preferred dates
 - c. Specific course location with any info regarding travel, parking, etc.
 - d. Expected class size and minimum size required
 - e. Request for tailoring the course.
2. A Chapter identifies and provides to the PDC the name, address, phone, fax and email information for the Chapter point of contact (POC).
3. PDC consults with instructor regarding proposed course dates and tailoring requirements, if any.
4. PDC coordinates proposal with Chapter and contracts with instructor for preparation and delivery of course.
5. Chapter and PDC agree on responsibilities:
 - a. promotional flyer and mailing
 - b. logistics (This POC will help with on-site arrangements, must be available to receive shipped course material and when questions arise)
6. PDC handles all student registration and payments.

Three Months Prior to Course Start Date:

1. The Chapter POC is responsible for promotional materials; including information about local hotels, airport, area maps/driving instructions, etc.
2. The Chapter POC reserves classroom space; makes arrangements for coffee/snack breaks, mails promotional flyers.

Two Weeks Prior to the Course Start Date:

1. In the event of low enrollment, AFCEA PDC will consult with the Chapter POC to make a go/no go decision.
2. When final decision is reached to run the course, PDC makes arrangements for course book printing and delivery to Chapter POC.

This is a joint venture between the International Chapter and the AFCEA Professional Development Center. Costs run between **\$17,000 for a three-day, one-instructor class to \$55,000 for a four day, five-instructor class**. At course completion, and when all bills have been paid by the Chapter and PDC, the **net profit is split 50/50 between the AFCEA Professional Development Center and the Chapter**. In the event that the course is cancelled, any expenses incurred by the PDC or the Chapter in the preparation for the course, will be the responsibility of the party that incurs the expense.

Courses are described in full on the AFCEA web site: www.afcea.org/education/courses and briefly in the PDC catalog.

For further information contact: Ann Beckham
Director, AFCEA Professional Development Center
703-631-6135
abeckham@afcea.org