

Public Safety Institute

Training & Education Partnership (TEP)



The Program

Through the CCAC Workforce Development division, the CCAC Public Safety Institute (CCAC PSI) announces a Training & Education Partnership (TEP) pay-as-you-go program for emergency service agencies in western Pennsylvania with an annual maximum cost of training for qualifying members. Fees are program-based (per the *CCAC PSI Course Fee Catalog*) for the required minimum number of students per course. Pennsylvania-based departments or agencies are eligible to be a TEP member. Partners pay the established course fees for the training that is utilized, up to a maximum of \$800 on a calendar year basis (see ***TEP Terms & Conditions*** below). CCAC will track the accumulated training fees of each TEP member organization, and once the threshold is reached, there is no additional charge for training that the member organization partakes in for the rest of the calendar year. Customized courses (contract training) are also available and the fee is negotiated and established on a per course basis.

The Process

1. Agencies initiate the membership process in any given calendar year by making a training course request by completing the attached *PA State Fire Academy Local Level Course Application* and sending it to psi@ccac.edu or faxing it to 412.237.4628. You may contact PSI prior to filling out this form by calling 412.237.2500 or emailing psi@ccac.edu with questions or requests for more information.
2. You will be contacted by the CCAC PSI to complete a MOA (memorandum of agreement) for each requested course or group of courses. The MOA will detail specific parameter of each course (dates of training, location of training, cost of training, billing information, contact persons, etc.).
3. Upon completion of the training, the member will be invoiced; payment will be due 60 days from expected completion date as provided within the terms of the MOA.
4. Agencies will be responsible for providing all necessary equipment, expendables, and consumable items for the course. The agency must also provide a classroom; a proper site for practical exercises; and coordinate all class matters necessary to run the class with the instructor and CCAC PSI before the class start date.
5. Cancellations are handled through rescheduling and completion within 60 days (if cancelled due to lack of enrollment) or within the calendar year (if cancelled due to other circumstances).

TEP Terms & Conditions

1. **Program Membership:** Western Pennsylvania-based agencies are eligible to be a TEP member. For your department or agency to officially qualify for the Training & Education Partnership membership, the department/agency must enter into at least one (1) CCAC Workforce Development MOA and successfully complete the training during the applicable calendar year as further indicated herein. Member agencies will incur a maximum cost of \$800 training annually.
2. **Program Explanation:** This is a pay-as-you-go program with a maximum cost for training per calendar year for each TEP participating member.
3. **Program Fees (for TEP Members):** Course fees will be charged according to the attached *Course Fee Catalog* for the then active calendar year.
4. **Program Fees (for Non-Members):** Fees will be charged according to the attached *Course Fee Catalog* with no maximum cost limit for training during a given calendar year.
5. **Custom Courses:** If a course is a custom course and is not shown in the *Course Fee Catalog*, CCAC PSI will review the course and will coordinate with the TEP member to establish the fee (contract training). The cost of custom training will be applied towards the stated thresholds for TEP members.



If you require special arrangements, contact the nearest CCAC Supportive Services office prior to class:

Allentown – 412.237.4612 • Boyce – 724.325.6604 • North – 412.369.3686 • South – 412.469.6207 • TTY – 412.369.4110 & 412.469.6005

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6. **Length of Agreement/Membership:** TEP memberships are valid from January 1 through December 31 of the same calendar year. Memberships are renewable during any given calendar year thereafter by completing at least one training course during the applicable year.
7. **Course Requirements:** Please be advised that most training courses need a maximum/minimum number of students in order to support the learning objectives of the class as well as promote the safety of the participants. In addition, the College requires a minimum enrollment of 10 students to run a course unless a different count would be required by an accrediting agency.
8. **Cancellations Due to Lack of Students:** If a course is cancelled due to minimum enrollment not being met, the sponsoring agency for the course will have 60 days to reschedule and complete the course. In this event, rescheduling cannot extend beyond December 31 of the same calendar year as the MOA. TEP members who do not complete the cancelled class will be invoiced for a 20% cancellation fee that will not be applied toward the \$800.
9. **Cancellations Due to Other Circumstances:** If a course has to be cancelled due to circumstances beyond the TEP member's or CCAC PSI's control, it may be rescheduled but must be completed by December 31 of the calendar year of the MOA.
10. **Course Applications/Scheduling:** TEP members will be required to complete an MOA. Students attending the training will be required to complete a course registration form by no later than the end of the first meeting of the course. Course requests must be made no later than one month before the desired date of training but can be planned out further in advance with CCAC PSI. Scheduling dates will be based on instructor availability. Program requests that include Department of Health continuing education credits must be finalized a minimum of 30 days before the program starts. Some programs are age restricted and all students in attendance must meet those requirements, if any, at the first class session.
11. **Course Location:** Courses must be held in the TEP member's facility or at an alternate site approved by CCAC PSI.
12. **TEP Member's Responsibilities:**
 - a) Provide all necessary equipment, expendable and consumable items for the course.
 - b) Provide a classroom with proper seating, tables, HVAC, and lighting.
 - c) Provide a proper site for practical exercises.
 - d) Coordinate all matters necessary for running the course with the CCAC PSI primary instructor before course start date.
13. **Manuals/Books:** Handouts will be provided for the course if needed. Should courses require or recommend manuals/books or a published test, it will be the responsibility of either the student or the sponsoring agency to acquire/purchase these.
14. **Membership Rosters:** Not required.
15. **Meals:** Lunches and breaks will be the responsibility of the hosting member.

