



Guidelines for Hosting Compressed Air Challenge® Training

Thank you for your interest in hosting Compressed Air Challenge® (CAC) training. We will work with you to conduct a successful event. Our experience has shown that hosting a CAC session is valuable in establishing rapport between organizations and their customers. Your customers will also appreciate your helping them maximize their efficiencies and cost savings through hosting the training.

Hosting Overview and Guidelines

Any organization may host a CAC training workshop but all trainings must comply with the CAC's policy of product neutrality. This means products or companies may not be marketed within the class; although company materials may be placed outside the classroom and a representative of the host organization may welcome the students at the start of class. However, the training may not be used to imply CAC endorsement of any particular product or line of products.

You may co-host the training with others, one of which must be the CAC as an organization or one of the individual CAC Sponsors. We can assist you in contacting the Sponsors if you are interested in co-hosting with one of them.

CAC Training Options

Fundamental of Compressed Air Systems (L1) – one day, 8 hour training course

- Training material requirements
 - *Fundamentals of Compressed Air Systems* workbook
 - *Best Practices of Compressed Air Systems* manual

Advanced Management of Compressed Air Systems (L2) – two day, 16 hour training course

- Training material requirement
 - *Advanced Management of Compressed Air Systems* workbook

CAC SPONSOR PRICING

- BPM - \$75
- L1 Workbook - \$45
- L2 Workbook - \$65
- L1 Workbook Copyright - \$30 per copyright
- L2 Workbook Copyright - \$40 per copyright

NON-CAC SPONSOR PRICING

- BPM - \$85
- L1 Workbook - \$50
- L2 Workbook - \$70
- No Copyrights Copying Available

Logo Editions of the *Best Practices of Compressed Air Systems Manual* are also available to purchase in bulk for a discounted price as follows: minimum of 50 copies for \$65 each; minimum of 100 copies for \$55 each; and, a minimum of 200 copies for \$50 each. Please contact tkohler@compressedairchallenge.org for more information on co-branding opportunities.

Training materials must be ordered through the CAC bookstore, <https://www.compressedairchallenge.org/bookstore/>. The CAC does not provide an electronic copy of the files. If copyrights are purchased the host must also purchase one hard copy version to use as the model. The host agrees to provide the same workbook package to participants as delivered by the CAC. The *Best Practices of Compressed Air Systems* manual may not be copied. If an organization wishes to co-brand the manual, there are bulk discounts available.

While not a required prerequisite, the CAC recommends students take the *Fundamentals* class before taking the *Advanced* class.

Forms

The two critical forms are the training authorization form, http://www.compressedairchallenge.org/hosting/introduction/CAC_Training_Authorization_Form.pdf, which is the first form you will complete once you pick a date, location and instructor and the host-instructor agreement, http://www.compressedairchallenge.org/hosting/instructors/Host-Instructor_Contract-Advanced.pdf, which is essentially your contract with the instructor.

CEU's

Continuing Education Units (CEU's) are awarded for CAC training to those graduates requesting them. Iowa State University issues CEU certificates for the classes for a fee of \$25 per certificate. The hosts have the option of offering to pay for the CEU certificates or of asking the recipients to pay for them. **Obtaining CEU certificates is optional**; some students will be interested in obtaining them and others will have no need for them. The *Fundamentals* course is worth 0.7 CEUs and the *Advanced* course is worth 1.4 CEUs. The complete process regarding CEU's is available in the online hosting kit, https://www.compressedairchallenge.org/hosting/onsite/Procedure_to_Obtain_CEU.pdf.

Budget and Fees

Instructors

The CAC will assist all hosts with contacting and obtaining qualified instructors for trainings. Only one instructor is required for the L1 course for up to 30 attendees. If the course has more than 30 attendees, the host must contract for a second instructor. The rate is \$1,250 per day per instructor plus reasonable travel (transportation); motel, if needed; and meal expenses at cost. Instructors have the option to include travel time in their proposed expenses at one half the allowable hourly instructor labor rate of \$156.25 up to and not to exceed 8 total hours or \$625.00. You will contract directly with the instructor and negotiate travel compensation with them. The labor compensation cannot be negotiated.

All L2 courses require two instructors. All instructors must be CAC-qualified Advanced level instructors. Certain exceptions do exist. Hosts may use one L2 lead instructor and one L1 assistant instructor in special circumstances (i.e. in the event that two L2 instructors are not available or when the cost to contract with two L2 instructors is too high). For L2, the rate is \$1,250 per day per instructor plus reasonable travel (transportation); lodging, if needed; and meal expenses at per diem unless otherwise provided. Instructors have the option to include travel time in their proposed expenses at one half the allowable hourly instructor labor rate of \$156.25 up to and not to exceed 8 total hours or \$625.00. You will contract directly with the instructor and negotiate travel compensation with them. The labor compensation cannot be negotiated.

What you can charge...

To help to cover your costs, you can charge up to \$475 per attendee for the L1 training and \$750 per attendee for the L2 training.

Other costs...

Depending on your local facility, you may need to rent a space for the training and you will want to budget for food and beverage. Often times, hosts will look for co-hosts to help to offset some of the costs.

Certificates and Follow-up

CAC will provide an electronic template for printing certificates. The host has the option to print the certificates in prior to the training so that the CAC instructor(s) can sign the certificates of completion. The host may put their logo on the certificate, but must not alter the certificate in any other way (i.e. do not remove the CAC logo).

CAC requires that the training host provide an Excel spreadsheet of meeting attendees upon conclusion of the conference. The spreadsheet should include the attendee name, organization and email address. In addition, the CAC requests electronic copies of the evaluations.