



Hosting a NAMSS Course in at your State or Chapter meeting, or facility is an easy, cost effective ways to bring NAMSS' education to your members and/or employees. There are several courses available for hosting including Becoming Your Own Advocate, Credentialing 101, the Leadership Certificate Program In-Person Course, and the Certification Preparation Courses.

After reading the below FAQ's, contact NAMSS at [education@namss.org](mailto:education@namss.org) with any additional questions.

## **Becoming Your Own Advocate**

### **I. Privately Hosted at Your Facility/Hosted by Your State or Chapter**

*Bring the NAMSS Becoming Your Own Advocate Course to your State, Chapter or Facility. Your organization is responsible for organizing all course logistics and registration and simply pays a licensing, honoraria and materials fee to NAMSS. Your organization is also responsible for covering instructor travel costs.*

#### **A. How do I apply?**

- Submit the application form to the NAMSS Executive Office at least three months prior to preferred course date.
- Applications will be reviewed by Education Committee within two weeks of receipt of application.
- Sessions will be scheduled according to instructor availability

#### **B. What will be required of my State?**

- Make arrangements for one meeting room set in rounds for the **one day course**. (Size based on number of attendees – up to 50)
- Manage facility logistics, registration, and Audio-Visual materials needed for course and **cover associated costs**. Provide one laptop (with Microsoft Office Suite – PowerPoint; cannot be a MAC), LCD projector, screen and two flipcharts for each meeting room.
- Register participants for the course.
- Provide hotel reservation and transportation information to NAMSS Instructor(s) and all registrants.
- Provide access to hotel rooms at the special conference rate for all attendees.
- Provide registration tables and signage on the dates of the course.
- Designate an On-Site Coordinator who will:
  - Serve as the on-site liaison to NAMSS Instructor(s) and registered attendees;
  - Register and check in attendees.
  - Provide volunteers to serve as room monitors to assist the instructors during the course.



- Cover travel, per diem and up to 2 night's hotel for NAMSS instructor(s).
- Submit a check to NAMSS for the licensing fee and course materials costs as outlined below:
  - Honoraria
    - \$1,500
  - \$50 (per registrant) course material fee
  - \$500 licensing fee

**C. What support will NAMSS Provide?**

- Promote the course on NAMSS website and all educational materials, if requested.
- Work with On-site Coordinator as needed to respond to questions and help promote the courses.
- Assign NAMSS Instructor as per NAMSS' established guidelines. Serve as the liaison between NAMSS Instructor(s) and State Liaison.
- Print and ship all course materials and provide all necessary course materials to NAMSS Instructors.
- Post hotel and transportation information on the NAMSS website.

## **Credentialing 101**

**I. Privately Hosted at Your Facility**

*Bring the NAMSS Credentialing 101 Course to your State, Chapter or Facility. Your organization is responsible for organizing all course logistics and registration and simply pays a licensing, honoraria and materials fee to NAMSS. Your organization is also responsible for covering instructor travel costs.*

**A. How do I apply?**

- Submit the application form to the NAMSS Executive Office at least three months prior to preferred course date.
- Applications will be reviewed by Education Committee within two weeks of receipt of application.
- Sessions will be scheduled according to instructor availability

**B. What will be required of my State?**

- Make arrangements for one meeting room set in rounds for the two day course. (Size based on number of attendees – up to 50)
- Manage facility logistics, registration, and Audio-Visual materials needed for course and **cover associated costs**. Provide one laptop, LCD projector, screen and two flipcharts for the meeting room.
- Register participants for the course.
- Provide hotel reservation and transportation information to NAMSS Headquarters and all registrants.



- Provide access to hotel rooms at the special conference rate for all attendees.
- Provide registration tables and signage on the dates of the course.
- Designate an On-Site Coordinator who will:
  - Serve as the on-site liaison to NAMSS Instructors and registered attendees;
  - Register and check in attendees.
  - Provide volunteers to serve as room monitors to assist the instructors during the course.
- Cover travel (coach airfare or mileage reimbursement at government rate), per diem (\$60 per day per instructor) and up to 3 nights hotel (per instructor) for two instructors per course.
- Submit a check to NAMSS for the licensing fee and course materials costs as outlined below:
  - Honoraria
    - \$2,500 / 2-day course
  - \$100 (per registrant) course material fee
  - \$500 licensing fee

### **C. What support will NAMSS Provide?**

- Promote the course on NAMSS website and all educational materials, if requested.
- Work with On-site Coordinator as needed to respond to questions and help promote the courses.
- Hire and compensate NAMSS Instructors as per NAMSS' established guidelines. (Note: one Lead Instructor and one Student Instructor will be sent for each course).
- Serve as the liaison between NAMSS Instructors and State Liaison.
- Print and ship all course materials and provide all necessary course materials to NAMSS Instructors.
- Post hotel and transportation information on the NAMSS website.

## **Leadership Certificate Program In-Person Course**

### **I. Privately Hosted at Your Facility**

*Bring the NAMSS Leadership Certificate Program In-Person Course to your State, Chapter or Facility. Your organization is responsible for organizing all course logistics and registration and simply pays a licensing, honoraria and materials fee to NAMSS. Your organization is also responsible for covering instructor travel costs.*

#### **A. How do I apply?**

- Submit the application form to the NAMSS Executive Office at least three months prior to preferred course date.



- Applications will be reviewed by Education Committee within two weeks of receipt of application.
- Sessions will be scheduled according to instructor availability

#### **B. What will be required of my State?**

- Make arrangements for one meeting room set in rounds for the two day course. (Size based on number of attendees – up to 50)
- Manage facility logistics, registration, and Audio-Visual materials needed for course and **cover associated costs**. Provide one laptop, LCD projector, screen and two flipcharts for the meeting room.
- Register participants for the course.
- Provide hotel reservation and transportation information to NAMSS Headquarters and all registrants.
- Provide access to hotel rooms at the special conference rate for all attendees.
- Provide registration tables and signage on the dates of the course.
- Designate an On-Site Coordinator who will:
  - Serve as the on-site liaison to NAMSS Instructors and registered attendees;
  - Register and check in attendees.
  - Provide volunteers to serve as room monitors to assist the instructors during the course.
- Cover travel (coach airfare or mileage reimbursement at government rate), per diem (\$60 per day per instructor) and up to 3 nights hotel (per instructor) for two instructors per course.
- Submit a check to NAMSS for the licensing fee and course materials costs as outlined below:
  - Honoraria (2 instructors required)
    - \$1,500 per instructor / 2-day course
  - \$100 (per registrant) course material fee
  - \$1,000 licensing fee

#### **C. What support will NAMSS Provide?**

- Promote the course on NAMSS website and all educational materials, if requested.
- Work with On-site Coordinator as needed to respond to questions and help promote the courses.
- Hire and compensate NAMSS Instructors as per NAMSS' established guidelines. (Note: one Lead Instructor and one Student Instructor will be sent for each course).
- Serve as the liaison between NAMSS Instructors and State Liaison.
- Print and ship all course materials and provide all necessary course materials to NAMSS Instructors.
- Post hotel and transportation information on the NAMSS website.

## **Certification Preparation Courses**

### **I. Privately Hosted at Your Facility/Hosted by Your State or Chapter**

*Bring the NAMSS Certification Preparation Courses to your State, Chapter or Facility. Your organization is responsible for organizing all course logistics and registration and simply pays a licensing, honoraria and materials fee to NAMSS. Your organization is also responsible for covering instructor travel costs.*

#### **A. How do I apply?**

- Submit the application form to the NAMSS Executive Office at least three months prior to preferred course date.
- Applications will be reviewed by Education Committee within two weeks of receipt of application.
- Sessions will be scheduled according to instructor availability

#### **B. What will be required of my State?**

- Make arrangements for meeting rooms – one for each course (if hosting both courses) in rounds for the two days during the course. (you may choose to only host the CPCS)
- Manage facility logistics, registration, and Audio-Visual materials needed for course and **cover associated costs**.
- Provide one laptop (with Microsoft Office Suite – PowerPoint; cannot be a MAC), LCD projector, screen and two flipcharts for each meeting room.
- Register participants for the course.
- Provide hotel reservation and transportation information to NAMSS Headquarters and all registrants.
- Provide access to hotel rooms at the special conference rate for all attendees.
- Provide registration tables and signage on the dates of the course.
- Designate an On-Site Coordinator who will:
  - Serve as the on-site liaison to NAMSS Instructors and registered attendees;
  - Register and check in attendees.
  - Provide volunteers to serve as room monitors to assist the instructors during the course.
- Cover travel (coach airfare or mileage reimbursement at government rate), per diem (\$60 per day per instructor) and up to 3 nights hotel (per instructor) for two instructors per course.
- Submit a check to NAMSS based on course and materials costs outlined below. **These fees are per course:**
  - Honoraria
    - \$2,500 / 2-day course
  - \$100 (per registrant) course material fee
  - \$1,000 licensing fee



**C. What support will NAMSS Provide?**

- Promote the two courses on NAMSS website and all educational materials.
- Work with On-site Coordinator as needed to respond to questions and help promote the courses.
- Hire and compensate NAMSS Instructor(s) as per NAMSS' established guidelines.
- Serve as the liaison between NAMSS Instructors and State Liaison.
- Print and ship all course materials and provide all necessary course materials to NAMSS Instructors.
- Post hotel and transportation information on the NAMSS website.