

## CUPA Forum Train the Trainer Project Information and Confirmation

The California CUPA Forum Board is hosting a two day Train the Trainer class. The training is being held at the Livermore – Pleasanton Fire Department, 3560 Nevada St, Pleasanton, CA, 94566. The class is part of the CUPA Forum Boards effort to increase the number of instructors and improve the quality of training in all Regions of California. The intent is for the participants in the class to be the future trainers for the Unified Program. Whether it is departmental, regional training or sessions at the annual conference, by attending this training it is our hope that you will provide some form of training in the future. The CUPA Forum is making a significant investment for this training and knows that it will benefit everyone in the long run by providing high quality training statewide in all program areas. The following information is provided for all attendees:

- 1.) This is the fifth session in the Train the Trainer project. This session is focusing on the Northern and Bay area CUPA regions. The hope is that most of the attendees will be able to commute. If your commute is greater than one hour or 50 miles each way, you may request lodging and dinner. A scholarship application must be completed with your estimated costs to attend.
- 2.) If your agency can fund travel and/or lodging that would be appreciated.
- 3.) All attendees must attend the entire session both days. If you cannot attend the entire training, please do not sign up. The training will start at 8am and end at 5pm each day.
- 4.) If you are requesting financial assistance, you must complete a scholarship application showing the estimated costs of request and send it in with this signed confirmation.
- 5.) Expenses will be processed the same as reimbursement for the annual conference with the same amounts for breakfast, lunch and dinner. Continental breakfast and lunch will be provided each day, so no reimbursement will be allowed except dinners at \$30 each.
- 6.) Attendees approved for lodging will be able to arrive the night prior to the training. If mileage is approved, it will be reimbursed at the current state rate of .53.5.
- 7.) A confirmation email will be sent to you once your confirmation to attend is received.
- 8.) Space is limited to 35 attendees. If you must cancel, please give a two-week notice so we can fill your spot.
- 9.) Please submit this confirmation document affirming my attendance by September 29, 2017.
- 10.) If a scholarship is approved, reimbursement forms must be received by Dec. 31<sup>st</sup>.

I acknowledge that I have read and understand the training policy and plan to attend.

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Attendees Signature, print name, Agency and Date

Receipt of this signed confirmation to [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org) or fax (530)676-0515 at Cal CUPA Forum confirms my commitment to attend. An email confirmation will be sent to you. Thank you for your participation.