

## **The Assistive Technology Training Alliance Policies and Procedures**

1. All individuals interested in providing training must submit a membership application.
2. All membership information will be posted on the ATinNH website.
3. Contract with alliance members:
  - a. If an organization requests a person, a provider agreement will be signed with the trainer. This agreement will pay the provider \$500 for a 3-4 hour (half day workshop) and \$750 for a full day workshop.
  - b. Each provider must submit learning objectives to be included on the workshop evaluation form.
  - c. Each provider must pass out, collect and submit to ATinNH staff workshop evaluation forms in order to be reimbursed.
  - d. If an organization does not request a specific trainer, the request will be sent by email to all eligible trainers. The first person to respond will be awarded the training contract for the requested workshop.
  - e. A minimum of ten participants must register for a training to be held.
4. Training contracts will not be awarded to those trainers who have negotiated their own contract with the requesting organization.
5. ATinNH will promote the assistive technology training and requesting that they check out the website for potential training topics and training providers.
6. ATinNH will provide necessary support services i.e. registration, hand-outs, AV equipment, etc. Details will be worked out on a case by case basis.