

HFA Training Fees & Processes (beginning July 2020)

Updated 2/12/20

Beginning July 1st, 2020 all trainings scheduled through the HFA National Office will be invoiced at an all-inclusive “per person” rate according to the table below. This change eliminates additional fees to sites for trainers, their travel and training materials. It results in reduced fees for some trainings and a slight increase for others.

<i>Training Type</i>	<i>All-Inclusive Training Fees</i>
FFS (Foundations for Family Support)	\$700/person (previously \$675)
PSCO (Parent Survey for Community Outreach)	\$700/person (previously \$675)
Day 5 Supervisor Day (virtual or in-person)	\$215/person (previously the same)
Advanced Supervision	\$700/person (previously \$675)
Implementation	\$700/person (previously \$750)
GBSBB (Great Beginnings Start Before Birth)	\$650/person (previously \$675)
Facilitating Change	\$650/person (previously \$675)
Peer Reviewer	\$550/person (previously the same)
STARS	\$800/person (previously the same)

All trainings are taught by national trainers and will be open to affiliate staff from throughout the network (will not replace any offerings by in-state trainers). Registration for all trainings will be available through our website. We see this change as vital to increasing access to timely training options for you and your staff. The only time a training will not be opened to the network is if it has already been filled. The national office will schedule trainings in various regional locations throughout the U.S. and will accept requests from sites/states to train onsite in their location. In both situations, the per person fees (above) will apply. And if group minimums (see table below) are not met, the training may be subject to cancellation.

Requirements if requesting a training at your site/state location:

1. The site/state has a training space that is the appropriate size to hold the maximum number for each training (see maximum size in table below) and the space will be at no cost to HFA.
2. The proximity from the training venue to a national/international airport is within about 30 miles, and nearby hotel options exist, to ensure access for those coming from out of town.
3. The site/state agrees to fill at least half of the maximum slots for any given training, which will be included in the LOA (letter of agreement) and will be invoiced for after the training.
4. We will open to the network all spots not held by the site/state as specified in the LOA. These open slots will be included in the Events Calendar on the HFA website.
5. All trainings will have their own registration page for all participants to register for using our new Eventbrite system (coming soon).

<i>Training Type</i>	<i>Maximum class size*</i>	<i>Minimum class size (or training subject to cancellation)</i>
FFS (Foundations for Family Support)	16 participants max	10 participants minimum
PSCO (Parent Survey for Community Outreach)	12 participants max	8 participants minimum
Day 5 Supervisor Day (virtual or in-person)	8 participants max	3 participants minimum (virtual or in-person)
Advanced Supervision	14 participants max	10 participants minimum
Implementation	30 participants max	15 participants minimum
GBSBB (Great Beginnings Start Before Birth)	25 participants max	10 participants minimum
Facilitating Change	20 participants max	10 participants minimum
Peer Reviewer	16 participants max	6 participants minimum
STARS	20 participants max	16 participants minimum

**maximum rules apply unless special arrangements have been made and agreed upon in advance*

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