

## Frequently Asked Questions about APPA Training

### How can I find out if there is training in my area?

APPA is not currently scheduling any training programs for a specific time and location. Due to limited travel funds of most participants we are currently focusing on bringing specialized training to an agency that will assist in providing agency training rather than planning training in various locations and having participants register. Be sure and check the APPA website at [www.appa-net.org](http://www.appa-net.org) for all training information, click on Training and Technical Assistance Opportunities.

### Can APPA bring training to my region, state or agency?

Yes, APPA is looking for affiliate organizations, agencies, departments, states, regional areas interested in coordinating training and technical assistance.

The APPA Professional Development Program provides selected training and technical assistance opportunities for APPA members as well as the field of probation, parole, and community corrections.

### What does APPA training cost?

There are numerous ways to fulfill a training/technical assistance request at a reasonable cost. The total cost for the training can depend on a number of factors. APPA can develop and conduct the training without assistance and charge a registration fee; Or a state, region, affiliate organization, or agency can assist with providing various necessities for the training, and the costs can be significantly reduced.

### How can the training cost be reduced?

APPA will provide the following:

- Prepare and deliver the selected training program.
- Negotiate arrangements with the trainer(s), and handle all arrangements for their travel and payment of fees.
- Accredit the training for appropriate contact hours through APPA Training Accreditation Committee.
- Prepare certificates of completion, and
- Provide an evaluation form for obtaining feedback on the training.

The cost of the training can be reduced if the region, state, or agency will assist with any or all of the following:

- Provide an appropriate training site, including training room, refreshments for breaks and the necessary audio/visual equipment.
- Coordinate participant registration and pay one lump sum to APPA at the completion of the training.
- Provide a liaison person to work with APPA staff to coordinate logistics related to the training, to conduct program registration and to serve as the on-site logistics coordinator during the training.
- Manage the registration process.
- Provide copy of handout materials for each participant.

## Are there other ways to reduce training cost?

**Yes, invite others outside your jurisdiction to attend.**

- The cost of training to your jurisdiction can be reduced if participants outside your jurisdiction Attend.
- Invite other probation, parole, and community supervision officers in your state, or surrounding states, to attend.
- Charge a registration fee to participants who are not from your jurisdiction and let their fees reduce the cost of the training for your staff.

## Invite participants from other professions.

APPA selected training programs are knowledge and research-based trainings and the content is transferable to other professions.

For example, *Strategies for Officer Safety* would be beneficial to any other professional who have face-to-face contact. This and other APPA trainings would be applicable to:

- Mental Health Professionals
- Public Health Nurses
- Reserve Law Enforcement Officers
- Municipal Probation Officers
- Substance Abuse Treatment Providers, etc

## Who do I contact to ask questions about APPA training?

To find out about bringing an APPA On-site Training to your jurisdiction call:

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APPÀ On-site Training Coordinator  
PO Box 11910  
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