

# NIGP Chapter Reference Guide for Hosting Courses

## Getting Started

### 12 Months in advance

Conduct a survey of your members to determine which courses your members are most interested in attending. NIGP can administer a survey on your behalf through Survey Monkey. Email Karen Robinson for assistance on surveying your members at [events@nigp.org](mailto:events@nigp.org).

## Scheduling and Registration

### 3+ Months in advance

Determine how you would like the course to be delivered, either in-person or virtually. Complete the NIGP Course Request/Logistics Form to make a request. Requests should ideally be made at least 90 days prior to the requested date to allow members to take advantage of early registration fee discounts. If possible, plan a full year of learning opportunities as it helps learners plan their professional development journey.

When submitting requests, keep the following in mind:

- Choose dates that do not conflict with national or local holidays.
- Choose days during the work week to maximize participation.
- Dates and topics will be guaranteed after review of the request to determine if requested dates are available.
- We cannot guarantee specific instructor requests, although we will do our best to accommodate.
- Once course dates and instructors are confirmed, the NIGP Events Administrator will email confirmation to the person making the request on behalf of the chapter.
- Courses are posted on the NIGP website once confirmed.

For virtual course requests, the NIGP Events Administrator will work with you to ensure requests align with the annual NIGP course calendar and determine if alternative dates need to be explored. We will work with you to ensure a successful training calendar for your members.

## Confirmation for Courses

Each course is required to meet a minimum of 12 students (except for certain courses owned by a third-party provider) to be confirmed and held, regardless of delivery type.

Chapters can view the number seats sold for each of their courses on the NIGP website by searching for the course and viewing the number of seats remaining. All courses have a capacity of 24 students. We encourage chapters to check the website frequently leading up to the course confirmation dates to determine if additional marketing and communications need to be sent to the membership to help meet the minimums. NIGP can help with marketing as well.

### In-person courses

NIGP requires confirmation that the minimum number of participants are registered at 30 days out. If the minimum of 12 students has not been met, the chapter may choose to convert that course to a virtual offering or cancel.

If the course confirms as in-person at 30 days, an email confirmation is sent to the instructor and chapter seminar coordinator. Chapter representatives should reach out to the instructor to discuss any logistical items well in advance of the course start date.

### Virtual courses

Confirmation of the minimum number of students is made seven days prior to the start of the course. Courses that do not meet the required minimum will be cancelled. The chapter may request the course be rescheduled at a later date, which will be considered based on the current course calendar. If the course is cancelled, any individuals registered for that course will be contacted and offered alternative course dates or their fees will be refunded.

## Preparing for Course Delivery

### In-person Courses

Course materials are sent to the chapter Pro-D or coordinator (designated on the course request form) approximately one week prior to the start of the course.

Chapter coordinators should open the boxes to determine the correct course workbooks have been shipped.

Any concerns or errors in shipments should be addressed immediately by emailing [events@nigp.org](mailto:events@nigp.org).

### Virtual Courses

Instructions on how to participate in the course are sent out to students approximately 3 business days prior to the start of the course.

Materials for virtual courses are made available through NIGP's Learning Management System, ASPIRE. Students access the materials and participate in the course directly from ASPIRE.

Chapter coordinators are included on communications regarding course participation.

## After the Course is Complete

### In-person Courses

For courses held in-person, the chapter is responsible for returning any remaining workbooks at their expense to the NIGP office. Participant sign in sheets and registration forms must be scanned and emailed to [events@nigp.org](mailto:events@nigp.org) within 24 hours of the end of the course. These forms are required to verify attendance and launch post-course work for students to complete the course and earn contact hours and/or CEUs.

## Virtual Courses

Chapters have no post-course responsibilities. The course instructor will verify attendance and forward all rosters and attendance with the NIGP events team.

\*\*\*\*\*

Please note that it may take up to 48 business hours to initiate post work and then notify students. Students have 10 days to complete the assessment and course evaluation. Completion of the assessment is required in order to receive contact hours and/or CEUs.

## Chapter Rebates and Incentives

Chapters receive 10% of the gross revenue for any course they host, regardless of delivery method. These rebates are paid after the course is held based on the final number of participants and gross revenue earned.

The new NIGP Learning Giveback Program allows chapters to earn 5% of gross revenue for every student who identifies themselves as a member of their chapter when registering for NIGP hosted courses. This incentive is not paid out for any chapter hosted course and is available for courses only – not events like Vcon or Forum.

We encourage chapters to communicate with their members about the Giveback Program, explaining the importance of choosing their chapter when registering for NIGP courses. For online registrations, participants choose their chapter via a dropdown box during the registration process. For those needing to complete a form and email their registration, they should indicate the chapter name on that form.

The 5% incentive is paid out quarterly by NIGP.

## Participant Incentives

New in FY24, NIGP is reducing standard registration fees by 20% for students who register 60+ days in advance of the course start date. This is a NIGP member incentive, meaning only those who hold Institute membership are eligible for this benefit.

## Questions? We're here to help!

Karen Robinson, Events Administrator – [krobinson@nigp.org](mailto:krobinson@nigp.org)

Mauricio Butron, Customer Care Representative – [mburtron@nigp.org](mailto:mburtron@nigp.org)

Kaitlyn Mankin, Customer Service Representative – [kmankin@nigp.org](mailto:kmankin@nigp.org)

**800-367-6447**