



# Quick Reference Guide For Hosts

This Quick Reference Guide provides the key details you need to plan, prepare, and successfully host your Beyond Limits Education training.



## Booking Your Training

Get your course on the calendar and kick off the planning process!

- Submit a Training Request Form
- Review/sign training contract within 2 weeks of receipt (if applicable)
- Provide Certificate of Insurance (COI) if requested
- Pay course deposit (if applicable)



## Enrollment Options

Choose how students sign up - internal, public, or both!

- **Internal Participants:** You manage registration for participants within your organization, including information dissemination. BLE may request a roster.
- **Public Enrollment:** BLE manages registration through our online registration system. You tell us how many spots are available and the tuition rate.
  - BLE collects payments
  - BLE communicates directly with registrants
  - Host receives credit on the final invoice (tuition minus merchant processing fees)



## Billing and Deposits

Understand billing and deposits.

- **Deposit required** for EMR, EMT, wilderness medicine courses, or if instructors travel > 1 hour
- **Deposit amounts:**
  - \$750 (< 4-day-long trainings)
  - \$1,500 (> 3-day-long trainings)
- **Deposit due:** 2 weeks after contract signing; invoice sent by BLE.
- **Minimum billing:** 10 participants per training
- **Final Invoicing:** Due within 30 days of receipt



## Venue Requirements

Create a space where learning thrives - indoors and outdoors!

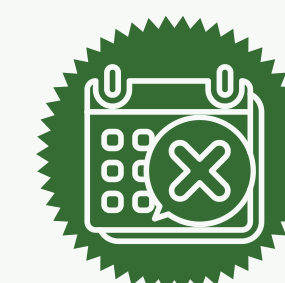
- **Indoor classroom space** should be 700 sq feet or larger, climate-controlled, and have access to a whiteboard and AV equipment if possible.
- **Outdoor classroom space** for scenarios should be nearby.



## Instructor Support Requirements

Happy instructors = great trainings. Let's set them up right!

- **Travel:** BLE will coordinate travel. You can help with travel by using airline miles to cover airfare and provide shuttle services.
- **Lodging:** Required if instructors travel more than one hour from home. Instructors need a private room with access to a bathroom away from participants.
- **Meals:** Provide meals or per diem (GSA rate) if meals are not provided.



## Cancellation Policy

Know your options if plans need to change.

- **Cancel > 30 days before training** = full deposit refund minus any incurred costs.
- **Cancel < 30 days before training** = no deposit refund



## Helpful Resources

Resources to make hosting your training easy and efficient can be found in the host portal.

- Host Handbook
- Host and BLE Responsibilities Overview
- Training Prep Checklist
- Training Cost Estimate Calculator
- Promoting Your Training Materials

