

MEMO

To: All National Healthy Homes Training Center Partners

Subject: Preparation before and after Healthy Homes Training Center trainings

From: Laura Titus

Date: July 26, 2010

Dear Partners:

I am sending out this memo to let everyone know what happens before and after a training. **Please read this carefully, as it is very important!**

BEFORE THE TRAINING

Training Dates

Please notify me immediately when a training course has been set up. As soon as I receive the date of the training, I will put this information on the Healthy Homes Training Center website on both the upcoming and the your partner's page. The following is the information I need:

1. The type of course (e.g. Essentials or IPM)
2. Training date(s)
3. City and state where the training will take place
4. If there is a cost for the training

I will ask you for a participant count approximately two weeks before the scheduled training date. It is important to have this date two weeks before the training! This gives out printer enough time to print out the binders and have them shipped to arrive three business days before the training. We are now scheduling the binders to arrive three business days before the training to give us time to deal with delivery issues which come up more frequently than you might think. The following is the information I need when placing a binder order:

1. Number of registered participants
2. Address and phone of the training facility
3. Name(s) of the trainers for the course
4. Shipping recipient's name, organization, address, and phone

Training supplies

As I said before, all training materials will be shipped to you no later than three days before the scheduled training date. **If you do not receive the binders and/or the non-binder supplies at least three days before the training date, please contact me immediately at 443.539.4161.**

If I am not available, please contact Susan Aceti at 443.539.4153 or saceti@nchh.org, or Chris Bloom at 443.539 or cbloom@nchh.org.

Please note:

You will receive the binders from Staples, shipped by UPS.

You will receive the non-binder supplies from NCHH, shipped by Federal Express.

Name tags and tent cards

If you would like nametags and tent cards, I will need the electronic registration list in Excel no later than 10 days before the training. This is to ensure the nametags and tent cards get shipped out with the non-binder supplies. Please remember to get addresses when collecting participant information. This is very important sending out the certificates of completion! I also like to include the organization on the nametag, so if you could collect this information, that would be helpful, also.

Photos for Essentials' exercises

We will be sending out the exercise photos on an as-needed basis only, since the photos are very expensive to print and use a lot of paper.

Healthy Homes Specialist Credential Exams and Photos

If you are offering the Credential exam, you will need to order the exam from Cindy Dimmitt at cdimmitt@neha.org or at 303.756.9090 ext 343. For more information about the Healthy Homes Specialist Credential exam, check out this [brochure](#).

We will be sending out the visual survey photos for the Credential assessment exercise on an as-needed basis. Please let me know how many sets of photos you will need when you give me your participant count.

AFTER THE TRAINING

Evaluations and sign-in sheets

Please send all sign-in sheets and evaluations to me no later than two weeks after the training, so we can enter data and write our monthly report to CDC.

Electronic database and certificates of completion

Please send me an electronic spreadsheet that contains the names and addresses of the participants no later than two weeks after the training, so I can mail out the certificates of completion and CEU's. I use the sign-in sheet to see who attended the trainings by cross referencing with the electronic spreadsheet.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Laura Titus
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National Center for Healthy Housing
443.539.4161