

Time Line for Planning and Following Through with Chapter Education

<p>4 months <u>BEFORE</u> class</p>	<p>Review content of DHI's "Application for Chapter Education Class Session".</p> <p>Review the instructor application information located at this link, http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors.</p> <p>Select classes based on member wants (DHI can help with obtaining this information).</p> <p>Line up instructors (dates will likely be dependent on instructors' availability) -As of January 1, 2010, all instructors will have to be approved by DHI. If an instructor is needed, please contact DHI for a listing of possible instructors. <i>-Should you have a specific instructor in mind (who has not yet filled out an Instructor Application), please ask them to download the application ASAP because the application process will take some time for your instructor to complete.</i></p> <p>Set dates.</p>
<p>3 months</p>	<p>Select a location.</p> <p>Set a budget based on the cost of student materials from DHI and facility costs.</p> <p>Based on budget, set student registration fees (some Chapters use the same price listings as DHI as these prices are already published).</p> <p>Determine minimum & maximum class sizes based on budget (class size should not exceed 40 students - unless otherwise determined by DHI).</p> <p>Set registration deadline (a suggested deadline is 2 - 3 weeks prior to class date, however, some Chapters use their Chapter's web site for registration, allowing more people to register closer to the date of class). -Make sure to publish the last date for students to cancel from the class without penalty. A suggested deadline is 14 days before class. These cancellation requests should be received in writing.</p> <p>Determine the target audience. Develop e-mail and/or mailing lists. DHI is a good resource for these lists (contact Paige Purdum (ppurdum@dhi.org) for information about obtaining a Chapter roster).</p> <p>If targeting other Chapters' members, first notify respective Chapter presidents. (This is a good opportunity to build a connection. Perhaps you could team up on education/marketing efforts in the future.)</p> <p>Print class announcements & registration forms.</p>

2 months	<p>Deliver class announcements to target audience - mail, e-mail, etc. (It is beneficial to deliver marketing in more than one way.)</p> <p>Be sure potential instructors who have not yet completed the required forms (and, therefore, have not yet received approval from DHI) do so at this time. The application forms are located at this link, http://www.dhi.org/INDUSTRY/education/courselistings.php#Instructors.</p> <p>-As of January 1, 2010, all instructors must have completed these forms and the applicable requirements (at least 30 days in advance of the class) in order to be permitted to teach a DHI class delivered at the national or local level.</p>
<u>At least 6 weeks</u> before class	<p>Send out a second round of class announcements for those who may have forgotten to register.</p> <p>Send out class details to all registrants, noting hotel recommendations, etc.</p> <p>If offering COR113 or COR120, a listing of hardware samples required for these classes is located on DHI's Chapter Education web page.</p> <p>Submit a completed application form for Chapter education to DHI (fax: 703-222-2410) - follow up with the Education Department (education@dhi.org) to ensure that the fax was received. It is appreciated if applications are sent in before the 6-week deadline. (Please note, applications will not be accepted after the 6-week deadline.)</p> <p>When submitting your application, be sure to order a realistic and reasonable number of student manuals. <i>Please review the application form for specific information regarding all potential fees related to class materials.</i></p>
4 weeks	<p>Send out a third round of class announcements for those who may have forgotten to register.</p> <p>Submit announcement of your upcoming course, after details are finalized, for inclusion on the Chapter web page (e-mail information to webmaster@dhi.org).</p>
3 weeks	<p>Check to make sure instructors understand all items in the instructor manual.</p>
2 weeks	<p>Send out a reminder of class dates and times to those who have registered.</p> <p>Make final arrangements with facility for room set up, lunches, etc.</p> <p>Confirm your Chapter has purchased any necessary supplies - highlighters, badges, pens, etc.</p>
1 week	<p>Double check to make sure all materials have been received - contact the Education Department (education@dhi.org) if there is a problem.</p>
2 days <u>AFTER</u> class	<p>Make sure the instructor or the point of contact has returned all unused materials, as well as the student exams. (Please review the application form once more for specific information regarding all potential fees related to class materials.)</p>