

HOW TO HOST AN **EHAP** WORKSHOP

1. **TCIA SPONSORED**

TCIA will handle the all requirements for the workshop, including the location, instructor, material, marketing, and registration.

To request a TCIA sponsored workshop, contact Katelyn at 800-733-2622 or ksullivan@tcia.org.

OR

2. **HOST ORGANIZATION SPONSORED**

The host organization may purchase all the necessary workshop materials at TCIA member prices. The host organization is also responsible for all aspects of running the workshop including marketing, registration and supplying a copy of the roster back to TCIA.

As the host, you may set the price for the workshop and use the registration fees to raise money for your organization.



HOW TO HOST A **TREE CARE ACADEMY** WORKSHOP

TCIA also has great training programs and workshop opportunities for our Tree Care Academy series of training certificates. Setting up a workshop for one of these programs is very similar to running an EHAP Workshop, but an even wider variety of programs are offered.

To host a Tree Care Academy Workshop follow the same procedure as the EHAP Workshops.

Available TCA programs include:

- Aerial Lift Specialist
- Aerial Rescue
- Chain Saw Specialist
- Chipper Operator Specialist
- Ground Operations Specialist
- Plant Health Care Technician
- SRT Climber
- Tree Care Specialist
- Tree Care Apprentice
- Tree Climber Specialist

TREE CARE INDUSTRY ASSOCIATION



FAQS ABOUT TCIA WORKSHOPS

OPTIMAL ROOM SIZE: 40 to 45 attendees is a good target. Reserve a room to accommodate this many, plus the instructor and any last minute guests.

CALCULATING COSTS: Call TCIA for guidance. *In general:* cost is calculated per attendee and you will only be billed for attendees who show up. Other costs may apply if you have TCIA host the workshop.

WORKSHOP MATERIALS: Will be shipped to the host. For EHAP, each attendee receives one EHAP manual and one copy of the Z133. For Tree Care Academy, each attendee receives one manual. Also to be factored in is the required viewing for EHAP of two videos; *Electrical Hazards & Trees* and *Tree Care Academy's Aerial Rescue Training*.

ROSTER: For TCIA hosted workshops, we will send you a roster of attendees. If you are hosting the workshop, your final roster is required to be sent to TCIA.

CEUs: ISA and CTSP CEUs are available for EHAP and Tree Care Academy workshops.

INSTRUCTORS: For TCIA hosted workshops and for open workshops that you would like TCIA to promote, we will work with you to find a qualified TCIA-Approved instructor.

MARKETING: TCIA will help promote any TCIA workshops that are open to employees from multiple companies and are lead by a TCIA-approved instructor.

FINAL INSTRUCTIONS: Send the completed roster to Katelyn Sullivan at ksullivan@tcia.org or by fax at 603-314-5386. You may also return extra class materials to TCIA for credit.