

Hosting a TNCC class

To host a TNCC class at your organisation:

1. Request a TNCC class
2. Identify how many students you would like to send (6/12/18 etc). We maintain a 1:6 ratio of Instructor to student. Students do not need to all be from your organization. A 6-person class is discouraged, but may be granted for special circumstances
3. Once the class is confirmed, an invoice for the number of students attending will be sent with payment due no less than 6 weeks prior to the course
4. Textbooks will be sent to the host organization 4-6 weeks before the course date (after the invoice has been paid). Students are required to have the textbook no less than 4 weeks prior to the course, therefore prompt payment is necessary
5. A completed registration form for each student is sent to the Course Director
6. Upon receipt of the registration form, the student will be officially registered to attend the class and will receive access to online pre-course modules (approx. 3-4 hours). They should also receive their textbook at this time
7. If a registered student is unable to attend the course for whatever reason, substitutions can be made up until 4 weeks prior to the course. This may involve the purchase of an additional textbook if the previously assigned textbook cannot be retrieved. If a substitution is needed less than 4 weeks before the class, a special dispensation may be granted, however this will involve a verbal discussion with the course director and the educator/manager of the new student to be assigned to ensure that enough time is available for the student to prepare. Multiple substitutions may incur an additional administration fee of \$25 per student
8. Please note that the host organization will be invoiced for the number of students registered to attend the course, and this is independent of how many students actually attend the course

For additional questions, please contact:

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