

## INFORMATION FOR PMPEI COURSE SPONSORS

Thank you for your interest in sponsoring a Pennsylvania Municipal Planning Education Institute course. Local sponsorship helps bring the PMPEI planning and zoning course program closer to the officials involved in planning, zoning and subdivision review. Sponsors help PMPEI reach its goal of providing local officials with the information and skills they need to effectively carry out their planning and land use regulatory responsibilities.

PMPEI courses are designed for maximum participant and instructor interaction. Participants are actively involved in discussion, working with others in the class, and asking questions. They learn from each other. Class size must be kept at a number that will foster- not hinder- this interaction. Careful attention to room arrangement is another factor which aids interaction. Since many visual aids are used, proper equipment of the type appropriate to the size of the group is a necessity.

*In simplest terms, the Sponsors of a course are responsible for course logistics; PMPEI and its Certified Instructors are responsible for the instruction.*

### SPONSOR RESPONSIBILITIES

The sponsors of a PMPEI course are responsible for the following:

- Advertising the course in the community and geographic area to be served
- Arranging for the course meeting facility
- Payment of all fees for use of the meeting facility
- Payment of the Course fee prior to the start of the course
- Class rooms equipped with tables for participants, approximately 4-6 per table
- Providing light refreshments for participants (beverages and simple snacks)
- Providing an on-site coordinator to handle registration and administrative details, assist in distributing materials, organize the refreshment breaks, and manage other details as needed.
- Forward to PSAB a list of participants and registration information.
- Communicate with PSAB regarding certificates, materials, etc.
- Return all unused materials to PSAB following completion of the course
- Provide audio visual equipment, as follows:
  - ✓portable projection screen (minimum 6' wide x 6' high; if necessary, a larger screen is preferred depending on the class size, room layout, etc. Visibility of the projected material is the critical concern; participants should not have to strain to see the materials.)
  - ✓LCD projector\* or overhead projector for transparencies (*not* a carousel slide projector). An LCD projector is needed for projecting visual aids.
  - ✓table for projector and instructor materials
  - ✓extension cord
  - ✓newsprint flip-chart (27" x 33") - *optional*

## SCHEDULING

Most PMPEI courses are scheduled on a three-evening consecutive week basis. Usually the same night of the week is preferable so that a consistent pattern is developed. The sessions usually run from 6:15 to 9:30 P.M., with the first session called for 6:00 P.M. to allow participants to arrive and complete preliminary registration forms and familiarize themselves with course materials before the session begins.

Other formats are possible, too. A two-weekday (back-to-back) or a Saturday series can be effective. Two 9:00 A.M. to 3:00 P.M. sessions will work. More frequent breaks may be needed, in addition to a lunch break. Proximity to places where participants can obtain lunch is a consideration. The availability of instructors for Saturday programs is a consideration. In planning for the course, the timing should be worked out so that each session permits a full five hours of instruction time.

Another option is an every-other-week, same night of the week arrangement. This permits some flexibility for participants' schedules, but has the down side of spreading out the instruction during which time participants may forget the previous session's material. Nevertheless, it's a possible alternative.

## COURSE ANNOUNCEMENTS AND ADVERTISING

In advertising the course to be presented Sponsors shall identify the particular course by its full name:

*The Course in Community Planning*

*The Course in Zoning*

*The Course in Subdivision and Land Development Review*

*The Course in Zoning Administration*

Announcements shall include the name of the Institute and its sponsoring organizations, as follows:

The Course name (*community planning, zoning, subdivision and land development review, zoning administration*)

is a program of the Pennsylvania Municipal Planning Education Institute

sponsored by

Pennsylvania Chapter- American Planning Association

Penn State University Cooperative Extension

in cooperation with

The Pennsylvania State Association of Boroughs (PSAB)

(Most prominent in size should be the course name and Pennsylvania Municipal Planning Education Institute, followed by PPA and Penn State, then PSAB.)

In addition to the above, the sponsoring organization and other co-sponsoring organizations should be prominently identified in advertising and announcements. You may also note in the announcement that the course is also eligible for continuing education from Penn State

University (1 CEU), State Board of Certified Real Estate Appraisers (10 hours), State Real Estate Commission (10 hours) and the PA Continuing Legal Education Board (9 credits).

## **REGISTRATION FEES**

It is the policy of PMPEI that no participant shall pay more for attending a sponsored course than they would for attending a generally advertised “open enrollment” course. At this time, the open enrollment registration fee for all PMPEI Courses is \$100 per person.

Sponsors may charge any registration fee they wish, *provided that no individual pays more than the standard \$95 open enrollment fee*. If a variable scale of registration fees is used to encourage multiple registrations from the same municipality, no individual may be charged in excess of the open enrollment fee, even if the average fee is less.

Sponsors may retain any registration fees received in excess of the fixed fee paid to PSAB.

## **MAXIMUM CLASS SIZE AND MATERIALS; EXTRA FEES**

In order to assure maximum interaction and opportunities for questions, the maximum class size should be restricted to 30 participants; beyond that size there is a drop off in participant interaction and makes operating the course more difficult for the instructors. Sponsors should indicate in their advertising that class size is limited.

Course supplies shipped by PSAB are provided for a maximum of 30 registrants (plus two additional copies of materials for the instructors).

If a very large class is anticipated, the sponsor should consider scheduling two courses.

The absolute maximum class size is 35 participants. An additional fee of \$30 will be charged per registrant over 30.

## **ROOM ARRANGEMENT AND EQUIPMENT**

In setting up the room for teaching purposes, the important consideration is an arrangement that will, to the greatest degree possible, allow participants to talk with and work with others. One arrangement is to have participants at tables—4 to 6 persons per table—in order to promote interaction and allow them to lay out materials and take notes. Often participants bring copies of their municipal plans and ordinances, so tables make it convenient for them to refer to these documents during discussions.

Instead of individual tables, many instructors prefer a U-shaped arrangement, since it allows everyone to see each other, and discussions can be held without having to turn around. It also makes it easier for instructors to see the participants. Room shape, and class size, may not make this arrangement feasible, however. If not, try to angle the individual tables so that it is somewhat easier for participants to see and interact with each other.

Place the projection screen where everyone can see it. Raise it to the highest position the room allows so that the bottom of the screen is not blocked by peoples’ heads. Instructors will need a

reasonably large-sized table to set the overhead projector on and lay out course materials and transparency slides.

Instructors like to have close contact with participants, so do not set up the screen and equipment at too great a distance to prevent this contact. The teaching atmosphere to be created is that of a close, working group.

For courses that will be held during June, July and August, Sponsors are requested to find facilities that are air conditioned.

### **COURSE FEE AND PAYMENT**

The course fee for a three-session sponsored *PMPEI Course* is \$1,650. For this fee a Sponsor receives: two (2) Certified Instructors, all handout instructional materials, course completion certificates for participants who attend the full program, and other miscellaneous materials as appropriate and needed.

Payment should be made out to The Pennsylvania State Association of Boroughs (or, PSAB), and sent to the PSAB office attention Ms. Terri Dickow, Assistant Education Director: 2941 N. Front Street, Harrisburg, PA 17110. The full fee must be received by PSAB at least five (5) working days in advance of the first session. Instructors and materials will not be sent if the fee is not paid.

### **CANCELLATION POLICY**

A course may be canceled by the sponsor five (5) working days in advance of the scheduled first class meeting. Any materials previously shipped should be returned to PSAB as soon as possible after cancellation. In the event of a cancellation, the full fee will be returned to the Sponsor.

If course sponsors do not cancel in timely fashion, the course will be run as scheduled. The full, standard fee will be retained by PSAB regardless of the number of registrants in the class.

### **PSAB CONTACT**

PSAB handles all administrative arrangements for sponsored courses. Sponsors will receive confirmation of dates and instructors from PSAB, and will be billed by PSAB. For information and assistance regarding sponsored courses contact Ms. Terri Dickow, Assistant Director of Education and Meetings, telephone (800) 232-7722 extension 42; fax (717) 236-8164 e-mail: [tdickow@boroughs.org](mailto:tdickow@boroughs.org).

*Revised Oct. 2014*