

Purpose:

- To create course opportunities in locations that meet member's needs.
- Provide clarity and understanding between SPC, Provincial Sections, course hosts and instructors.
- Streamline costs for courses to keep registration fees competitive.
- To meet SPC financial goals annually.
- To allow Provincial Sections to generate revenue from hosting courses by helping with organization.

Goal:

- Strategic course planning to meet our members needs and to keep SPC financially sustainable.

Tips for Organizing Courses with SPC:

- Review the annual calendar for upcoming First Responder courses.
- Assist SPC Operations to confirm courses for the following year.
- Start the process of organizing the course about 3 months in advance to increase the likelihood of success and avoid last minute challenges.

Timeline for Organizing a Course:

Task	Timeline	Done
SPC posts course on annual schedule	Yearly	
Confirm course date and instructor	Beginning of the year	
Venue (either a free registration or charge amount)	6 weeks out	
Instructor to work with CPA to arrange travel and accommodations	4 weeks out	
SPC ships any needed supplies to course facility	3 weeks out	
SPC orders CPR Masks	3 weeks out	
O2 is ordered	2 weeks out	
SPC checks in with course host and instructor – provides registrant info	1 week out	
SPC emails information to registrants	1 week out	
SPC follows up with instructor to review the event – confirm if attendees all passed and review any concerns with supplies, facility, host and instructor	2 days after	
SPC orders registrants Certificates	2 days after	
Host/Instructor to return Bag of supplies to SPC	2 days after	
SPC follows up with host – confirm O2 pickup	1 week after	
Course instructor submits invoice to payables@physiotherapy.ca	Within 1 month after	