



DHI CANADA REGIONAL EDUCATION PROGRAM

DHI Canada would like to continue offering Chapters the opportunity to participate in the Regional Education program and we're pleased to provide the following procedure for discussion on our January 16, 2019 conference call.

- A maximum of 4 Regional Education Programs (2 in the east and 2 in the west) can be offered each year to be scheduled at times that do not conflict with the Spring or Fall national schools.
- A minimum of three (3) months' notice must be given by the Chapter.
- Chapters will survey members to determine support from local distributors/manufacturers; a minimum of five (5) students is required
- DHI Canada will provide the head instructor and the Chapter will provide the candidate/assistant instructor
- The available courses are:

COR123	Using Door, Frame & Hardware Standards	2 days		\$1,170 member
COR125	Takeoff & Estimating	2 days		\$1,170 member
COR140	Using Codes & Standards	3 days		\$1,755 member
COR147	Introduction to Specification Writing		3 days	\$1,755 member
COR153	Installation Coordination/Project Management		2 days	\$1,170 member
COR160	Materials Purchasing Concepts	1 day		\$585 member
COR163	Developing Masterkey Systems	1 day		\$585 member
DHT120	DHT Exam Prep/Exam	3 days		\$1,755 member

COR117 and COR133 are not available for chapter delivery

- The registration fees are consistent with the National Schools; non member fee is \$125 per day higher than the member fee; the additional \$25 added to the non-member fee will go directly to the chapter
- Chapters receive \$200 per student
- Two and three day courses can be offered separately or together
- DHI Canada will provide full administrative support – hotel arrangements, provision of course material, samples as required, registrations, promotion
- DHI Canada will cover instructor expenses, room rental, food and beverage, license fee, registration form, online registration fees, credit card charges
- Chapters will promote the program locally
- DHI Canada will promote the program nationally