



TPCA Training Host Agency Orientation October 2025

TPCA Training Host Orientation

Hosting a TPCA course is a great way to bring training to your region and support law enforcement leadership development. Below are the requirements and key details for serving as a training host agency.

Training Host Agency Requirements

- **Membership:** Head of Agency must be a current TPCA member.
- **Training Facility**
 - Seats **30+ participants** comfortably.
 - Equipped with **Wi-Fi, projector, and ample electrical outlets** and the ability to **plug in a thumb drive** and display **presentations with sound**.
- **Hospitality:** Provide light snacks & drinks (coffee, water, etc.) for AM & PM breaks.
Note: Students are responsible for their own lunch.
- **Accessibility:**
 - Facility should serve agencies within **~100-mile radius**.
 - Training Room must be accessible **7:30 am – 5:30 pm daily**.
- **Marketing & Enrollment**
 - Promote the training to surrounding agencies using the provided flyer.
 - Secure a **minimum of 12 registered & paid participants** (not including complimentary host seats)
- **Point of Contact:** Assign staff to assist with scheduling, participant needs, and instructor support.
- **Confirmation:** Confirm class date & location within **2 weeks** of approved selection to finalize TPCA training schedule.
- **TCLEDDS Reporting:** All **TCOLE credit hours** will be submitted directly by **TPCA through TCLEDDS**, *not* the host agency.



Complimentary Host Seats

- **12–19 registered and paid participants** → 1 complimentary seat
- **20+ registered and paid participants** → 2 complimentary seats



Highly Recommended (Not Required)

- Agency is **TPCA Accredited**
- Agency has a **successful history of hosting**