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| Policy TITLE: | Training Courses |
| Policy NO.: | 1-116 |
| REVISION NO: | 1.0 |
| Program | Administration |

| | Initial Approval | Last Revision Date | Last Review Date |
|---|-------------------------|---------------------------|-------------------------|
| Committee: Finance | 2/19/2013 | | |
| Program | NA | | |
| Policy Committee Review | 5/3/2013 | 9/7/2018 | |
| TNI Board of Directors Endorsement | 5/8/2013 | 9/12/2018 | |
| Effective Date | 5/8/2013 | 9/7/2018 | |

I. PURPOSE AND APPLICABILITY

This policy describes TNI's oversight relative to training courses provided or supported by TNI.

II. RELATED DOCUMENTS

SOP 1-110, TNI Educational Delivery System

III. POLICY

1. TNI may partner or contract with a training organization to deliver a particular training course under a business relationship where TNI and the training organization share the costs and income. Such actions will require a proposal from the training organization that is accepted by TNI.

2. TNI may also develop its own courses through staff and/or committee involvement. A proposal is also required in these training situations.

3. Trainings can be in person, through webinars or recordings (webcasts), or offered through other electronic means. Registration for all TNI courses will be available on the TNI website.

4. Any training event that is promoted as a TNI-endorsed training event will need to go through the review process outlined in SOP 1-110. Furthermore, TNI reserves the right to perform an in-depth review of training course materials that are deemed substantive in nature relative to one of TNI's programs.

IV. POLICY APPROVED CHANGES

| Revision No. | Effective Date | Description of Change |
|---------------------|-----------------------|---|
| 0 | 5/8/2013 | New Document |
| 1.0 | 9/7/2018 | Revisions to reflect training program changes over time |
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