

# Hosting Agency Requirements

The requesting agency must  
meet **all** of the following criteria:

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1. Per DOJ requirements, must submit a TTA360 request **at least 120 days prior** to the requested training date:  
<https://www.ojjdptta360.org/>
2. Provide a point person from the agency to be NCMEC's point of contact (POC) onsite, to help coordinate all details and logistics prior to the training and on the day of training
3. Must secure their state's POST certification for the course
4. Pay all costs associated with securing a venue that meets these minimum requirements:
  - a. Adequate seating for fifty (50) or more attendees
  - b. Has all needed A/V equipment (*computer, projector, speakers, microphones, podium, flip charts with paper and markers*) and adequate tables and chairs for all attendees
  - c. Wi-Fi and cellular phone access for all NCMEC instructors and support staff
  - d. Training room is accessible the day before the training so NCMEC staff can meet with the POC, set up and test A/V
  - e. Adequate parking for attendees and NCMEC staff
5. Advertise the training to appropriate law enforcement and 911/PSAP agencies (*NCMEC can provide digital fliers and message templates*).
6. Ensure all expected attendees submit an application to NCMEC **OR** provide a complete list to NCMEC of all expected attendees (*NCMEC can provide templates for what is needed*).
7. Provide a class roster thirty (30) days prior to the training that has a minimum of fifty (50) **qualified** applicants registered with NCMEC.  
*\*Qualified applicants are sworn law enforcement or 911/PSAP personnel. Civilian applicants are not accepted.*
8. Provide coffee and water to the attendees throughout each day of training.
9. Provide either onsite meals/snacks **OR** provide a list of nearby restaurants so attendees can get their own food items.

**If any of these requirements are not met NCMEC reserves the right to postpone or cancel the training.**

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Direct costs for NCMEC trainings (*instructor/staff travel, lodging and labor expenses, training materials and logistical support*) can be covered by NCMEC funds, however, NCMEC funds are limited and require DOJ approvals. Each year we try to accommodate as many requests as possible so **any** financial assistance your agency can provide to help offset these costs is greatly appreciated, as it helps us reach a larger audience. Please note, being unable to assist NCMEC in covering costs **does not** preclude your agency from receiving training. We know your funding is limited as well, so we encourage you to collaborate and cost-share with other local agencies in your area so together we can make these trainings a success.

**Questions about these hosting requirements? Please email [jrletc@ncmec.org](mailto:jrletc@ncmec.org)**