



Training Submission & Request Procedures

To ensure consistency, quality, and alignment with ICPC standards, all training submissions must follow the outlined process below:

1. Training Request Submission

- The training host must complete the official Training Request Form in full and submit it to their Region Director.
- The Region Director will review the request to confirm:
 - No scheduling conflicts with other ICPC trainings.
 - No overlap with recognized religious or national observances, including:
 - *Easter / Good Friday* (April 5, 2026 / April 6, 2026)
 - *Christmas* (December 25)
 - *Thanksgiving (U.S. only)* (November 27, 2025)
 - *Tisha B'Av* (sundown July 22, 2026, ends at nightfall July 23, 2026)
 - *Eid ul-Fitr* (sundown March 19, 2026, ends at sundown March 20, 2026)
 - *Rosh Hashanah* (September 23-24, 2025)
 - *Veterans Day* (November 11, 2025)
 - *Memorial Day* (May 25, 2026)
 - *National Police Week* (May 11-17, 2026)

2. Regional Approval & Corporate Review

- Upon approval by the Region Director, the form will be forwarded to the ICPC Corporate Office.
- The Corporate Office will verify:
 - Training fees are clearly listed.
 - Instructors are certified and qualified by ICPC.
 - No additional conflicts have arisen.

3. Notification & Registration Setup

- Once approved, the Corporate Office will notify both the training host and Region Director.
- A registration link will be created and published on the ICPC website and app for promotional use.
- The Corporate Office will also email:
 - Sign-in sheets
 - Any course materials are not already in the host's possession

Note: All registrations must be completed through the official registration link — no exceptions.

4. Ongoing Communication

- Training hosts may contact the Corporate Office weekly for registration updates.
- Any changes to the training must be communicated immediately to both the Corporate Office and Region Director to allow for timely adjustments.

5. Post-Training Documentation

- Within one week of the training, the host must:
 - Email all sign-in sheets to the Corporate Office.
 - Mail physical copies of sign-in sheets for official filing, as they are considered educational records.

6. Certificate & Membership Processing

- Upon receipt of sign-in sheets, the Corporate Office will begin processing:
 - *Basic Course Training Certificates*
 - *Completion Letters*
 - *Affiliate Membership Applications*
- The training host is responsible for distributing these documents to registrants within one week of receipt, enabling them to apply for their 1-year free affiliate membership.
 - For Region Training Seminars (RTS), the Corporate Office will directly distribute certificates, letters, and applications to registrants.
 - All emails sent to registrants must CC the following:
 - Region Director
 - Area Representative
 - Julie Gerdes, ICPC Membership Specialist (Julie.Gerdes@icpcchaplains.org)

7. Attendance & CEU Entry

- Attendance records will be entered into the ICPC Member Portal (iMIS) for Continuing Education Unit (CEU) tracking.

8. Feedback & Suggestions

- ICPC welcomes feedback and suggestions to improve training efforts and support the mission of the International Conference of Police Chaplains.
- Please email your input to: **Office@icpcchaplains.org**