

Hosting a Course Kit: Everything You Need to Host AMPP Courses



Why host a course?

One of the top reasons members join a Chapter is to grow their careers and gain access to the latest industry knowledge and best practices. That's where AMPP courses come in. Not only can you provide industry-leading professional development opportunities, but you can also increase Chapter revenue!

When you host a course, you:

- **Provide Value** – Members earn PDHs and CEUs that help them stay certified and advance their careers.
- **Generate Revenue** – Keep up to 100% of the proceeds, depending on the course.
- **Build Community** – Bring professionals together and raise your Chapter's visibility while making an impact in your community.

There are several types of courses you can offer, and it's easy to get started. This kit includes everything you need—from course descriptions and checklists to the forms and agreements you'll need to submit.

In this kit:

- Types of Courses
- Step-by-Step Guide to Hosting
- Hosting Checklist
- Marketing Tips
- Agreements, Forms & Templates
- AMPP Chapter Course Descriptions

Types of Courses

You can choose from four types of AMPP courses. Here's a quick reference to the formats, revenue shares, and requirements for each type:

Format	Revenue Share (to Chapter)	Number of Students	Instructor Requirement
Instructor led	Tiered up to 50%	Up to 35	AMPP-approved instructors
Online/Virtual	40%	No limit	Courses are on demand
Promotional half-day*	100%	Up to 35	Chapter chooses instructors and covers all costs
AMPP Partnered	Tiered up to 50%	Up to 35	AMPP HQ provides instructors and covers costs



Important Tips

- ▶ Many courses can be taught in English or Spanish. Contact a Scheduling Specialist at chaptercourses@ampp.org for details.
- ▶ *Classes require a \$25 administrative fee per student for printed materials.

Hosting Checklist 20-30 minutes

Now comes the fun part! Once your course is approved, you'll plan the logistics and promote registrations. Managing online and in-person events is straightforward when you follow this checklist:

Submit the Chapter Education Agreement at least 45 days before the course date.

Secure and confirm your instructor.

Verify the classroom setup and audiovisual equipment, if needed.

Promote course registrations through social media, Chapter emails, the Chapter website, and at Chapter events.

Manage registrations:

Online signups are processed through the course platform.

Create a course roster for in-person courses.



Important Tip

- ▶ Submit a [Chapter Education Agreement](#) and venue contract, if applicable, at least 90 days before you plan to host a class. Email the documents to chaptercourses@ampp.org or your Scheduling Specialist!



Confirm food and beverage arrangements and submit the Food and Beverage Acknowledgment to AMPP HQ.

Confirm course materials shipment with AMPP HQ (in-person courses only).

Schedule a pre-course briefing with your instructor.

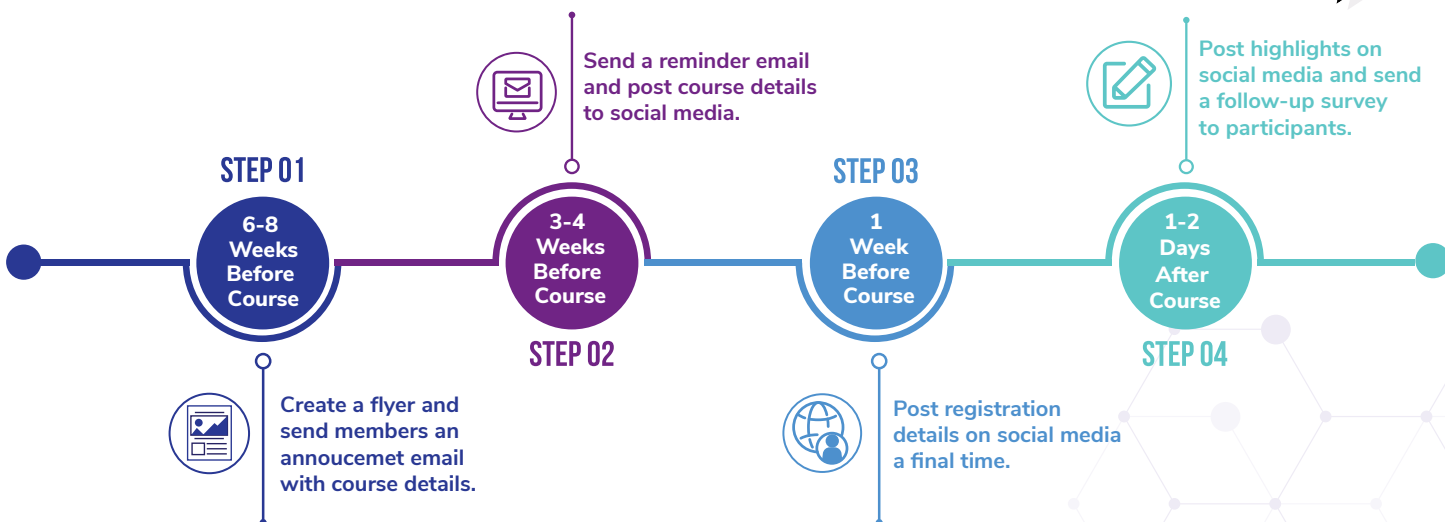
Arrange supplies (e.g., pens, notebooks) for in-person classes.

Finalize the attendee registration list.

Marketing Tips

Want to fill your class? It starts with promotion! Start sharing details early and often to encourage more registrations.

Recommended Marketing Timeline



What should you include in posts, flyers, and promotional emails?

- Course name and what they'll learn
- Whether PDHs are offered
- Date, time, and place
- Deadline to register
- Registration link
- Testimonials from past students (if available)

Not sure which images to use online, or how to design a flyer? [Templates](#) are available in Canva!

High-impact ways to promote your course:

- Email your Chapter roster—two or three targeted emails can boost registrations.
- Post on LinkedIn, Facebook, and any platforms where your members are active.
- Ask board members to share the course with their professional networks.
- Include courses in monthly Chapter newsletters.
- Create an Events section on your Chapter website and post courses.
- Reach out to partner companies and vendors and ask them to share flyers with their teams.
- Ask your instructor to help spread the word! They likely have a built-in audience of past students and LinkedIn followers.

Promote early and promote often to get great registration numbers!

AMPP Chapter Course Descriptions

In-Person Courses:

- **Aerospace Engineer Coating Application Training (AERO ENG):** Focuses on coating application techniques specific to aerospace engineering.
- **Basic Corrosion:** Provides foundational knowledge on corrosion identification and control methods.
- **C3 Lead/Hazardous Coating Removal:** Covers techniques and safety protocols for removing lead and hazardous coatings.
- **C5 Lead/Hazardous Coating Removal Refresher:** Offers updated practices and regulations for lead and hazardous coating removal.

- **Cathodic Protection Technologist (CP3):** Advanced training on cathodic protection systems and their applications.
- **Cathodic Protection Specialist (CP4):** Expert-level course on designing and managing cathodic protection systems.
- **Coatings in Conjunction with Cathodic Protection (CCCP):** Explores the combined use of coatings and cathodic protection for corrosion prevention.
- **Corrosion Control in the Refining Industry (Refining):** Addresses corrosion challenges and solutions specific to the refining sector.
- **Corrosion Under Insulation (CUI):** Focuses on identifying and mitigating corrosion occurring beneath insulation.
- **Direct Assessment (DA):** Teaches methods for assessing corrosion in pipelines and other structures without excavation.
- **In-Line Inspection (ILI):** Covers techniques for inspecting pipelines internally using specialized tools.
- **Internal Corrosion Advanced (IC Adv):** Advanced strategies for detecting and preventing internal corrosion in various systems.
- **Marine Coating Technology (MCT):** Specialized training on coatings used in marine environments to prevent corrosion.
- **Nuclear Power Plant Training for Coating Inspectors (Nuclear):** Prepares inspectors for coating applications and inspections in nuclear facilities.
- **Pipeline Corrosion Integrity Management (PCIM):** Comprehensive approach to managing and mitigating pipeline corrosion.
- **Half-Day Corrosion Fundamentals (Promotional Course):** Introduces essential concepts of corrosion and its prevention in a condensed format.
- **Protective Coatings Fundamentals Half-Day (Promotional Course):** Provides a brief overview of protective coatings and their applications.

Online Courses:

- **Basic Corrosion Online:** Delivers foundational corrosion knowledge through an online platform.
- **Basics of Steel Surface Preparation (BSSP):** Covers essential techniques for preparing steel surfaces for coating.
- **Fundamentals of Protective Coatings (C1):** Offers a comprehensive overview of protective coatings, including surface preparation and application methods. AMPP
- **Planning and Specifying Industrial Coatings Projects (C2):** Guides on planning and specifying requirements for industrial coating projects.
- **CIP Bridge eCourse:** Bridges knowledge gaps for coating inspectors transitioning between certification levels.
- **Concrete Coating Basics:** Introduces fundamental principles of coating concrete surfaces.
- **Controlling Corrosion in the Amusement Park Industry:** Addresses corrosion challenges unique to amusement park structures and rides.

- **Corrosion Prevention and Control Management:** Strategies for effectively managing and preventing corrosion across industries.
- **CP Fundamentals:** Basics of cathodic protection principles and applications.
- **Industrial Coating Safety Management:** Focuses on safety protocols and management in industrial coating operations.
- **Pipeline Inspector:** Training for inspecting pipelines to ensure integrity and compliance.
- **Power Industry Corrosion Concepts:** Explores corrosion issues and solutions within the power generation sector.
- **Quality Control Supervisor:** Prepares individuals to oversee quality control processes in coating applications.
- **Reinforced Concrete Corrosion:** Examines corrosion mechanisms and prevention in reinforced concrete structures.
- **Using SSPC PA-2 Effectively:** Guidance on applying the SSPC PA-2 standard for measuring coating thickness.

