

## APCO Institute Course Schedule

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Tennessee, Knoxville.....	March 10-14
Massachusetts, Boston.....	March 24-28
Pennsylvania, Pittsburgh.....	Apr. 7-11
New York, Syracuse.....	May 5-9
Texas, Houston.....	May 12-16
Arizona, Phoenix.....	May 19-23
Louisiana, Shreveport.....	June 23-27
North Carolina, Charlotte.....	July 7-11
Minnesota, Minneapolis.....	July 21-25
Utah, Salt Lake City.....	Aug. 18-22
Missouri, St. Louis.....	Aug. 25-29
Oregon, Portland.....	Sept. 15-19
Nevada, Reno.....	Sept. 22-26

- APCO Member \$499
- Non-Member \$649

To register, use the form on page 51.  
For more information, call APCO Institute,  
1.888.APCO.9-1-1 (1.888.272.6911)

### Instructional Design For Agency Trainers:

Students in this course will explore the use of instructional design models to do needs analysis, course design and development, implementation and evaluation. Short in-service course development intended to meet specific agency needs is addressed.

Upon completion, students will be able to construct short training courses in a minimum period of time.

Topics covered include instructional design liability issues, the use of instructional design models, special considerations for media design, needs analysis, writing goals and objectives, equating behavioral objectives to test items and test exercises, designing and conducting evaluations, evaluating the effectiveness of training courses, and future technology and techniques.

While many instructors are talented in the construction of materials, this course demonstrates the effective shortcuts to solving instructional design problems. Time for idea to teaching is drastically reduced, and the resulting course is more effective for both the student and the agency.

California, San Diego.....June 2  
\$499

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# APCO Institute Course Registration Information

**Registration Fees:** For program overview and fees, please refer to respective listings. The fee includes class instruction, all workbook materials and APCO Institute International certification. You are responsible for all your traveling expenses, lodging, meals and parking fees (if any). Completed registrations should be received at least 21 days prior to class date. When you send your completed class registration form to us, include a signed copy of your agency's purchase order or a letter of intent to pay with billing address on agency letterhead. If you send payment for the course with your registration, we will immediately credit your account. We welcome American Express, Discover, MasterCard and Visa. Group discounts are not available. Memberships are not transferable for discounted registration fees. We discourage students from bringing cash for security reasons - yours and the instructor's. We would much rather receive payment by mail. Send payment to the attention of APCO Institute book-keeper.

**Confirmation Policy:** You will receive a written confirmation or cancellation letter 21 days prior to

the class date. Should you not receive a cancellation or confirmation letter, DO NOT make any traveling arrangements or purchase airline tickets before calling us to confirm the class.

**Program Hours:** Classes run from 8 a.m. to 5 p.m. with an hour break for lunch. You should plan to arrive by 7:45 a.m. to pick up your training materials, meet your program leaders and become acquainted with others attending.

**Cancellation Policy:** You may cancel your registration more than 21 days before the class. Your registration fee will be refunded with no penalties. If you need to cancel less than 21 days prior to the course program, you may:

- 1) Send a substitute from your agency, or
- 2) Transfer your registration to another seminar of your choice within 12 months.

**Attire:** Because of the length and intensity of these seminars, we recommend that you dress casually for these programs. Be comfortable wear jeans, or bring a sweater.

## REGISTER NOW!



**BY MAIL**

Just fill out and mail the registration form (at right). Please make checks payable to APCO Institute, Inc.

Mail form to:  
**APCO Institute**  
2040 S. Ridgewood Ave.  
South Daytona, FL 32119

OR



**BY FAX**

1-904-322-9766

Our fax line is open 24 hours a day, seven days a week.

After receipt of your registration, a confirmation or cancellation letter will be faxed to you, 30 days prior to class date.