



If you are interested in bringing NW3C's training to your area and your agency is a member of the National White Collar Crime Center, you must formalize your request by submitting a letter on agency letterhead. You must be able to meet the requirements for hosting a course (see below). Please specify which course or courses you are interested in hosting and if you are requesting more than one, please rank them in order of preference. Please see our web site [www.nw3c.org](http://www.nw3c.org) for additional information to assist in determining the course(s) that most closely fit your agency's needs. The letter should be sent to the following address:

National White Collar Crime Center  
1000 Technology Dr.  
Suite 2130  
Fairmont, WV 26554

NW3C will handle all registrations. The registration forms can be downloaded from [www.nw3c.org](http://www.nw3c.org), and must be faxed to the office at (304) 366-9095. Five (5) seats are reserved for the host agency, and the 25 remaining seats, are filled in the order of receipt of the registration form.

NW3C pays instructor travel expenses and laboratory shipment costs, and offers these courses at no charge to either the host agency or the students. If there are any costs associated with use of the facility selected by the host agency, they are the sole responsibility of the host agency and cannot be passed on to NW3C or course attendees. Refreshments are not required, but should the host agency serve them, it would be at their expense.

As I'm sure you can understand, the demand for these courses is very high and we are not able to fulfill all the requests that are received. However, we do maintain and review all letters that are submitted each time we select host locations. If you wish to be considered as a host location it is important that you formalize the request. We will contact you if your agency has been selected to host one of our courses and will acknowledge the receipt of your letter of request. If you have further questions, please do not hesitate to contact us for further assistance at 877-628-7674.

# Course Hosting Information & Facility Requirements

## Facility and Room Requirements

- ❑ A secure facility, such as a law enforcement or criminal justice building (not a hotel)
- ❑ Parking for 30 students and instructors
- ❑ Classroom with a minimum of 1400 square feet and comfortable seating for 30 students and three instructors
- ❑ The classroom must be secured during non-class periods
- ❑ Temperature controlled with an adjustable thermostat
- ❑ Sufficient electrical power to support the NW3C mobile computer laboratory
- ❑ A projector screen
- ❑ A chalkboard or erasable dry board, and flip chart (not behind the projector screen)
- ❑ Access to the classroom is required on the weekend prior to the class to set up the laboratory
- ❑ Ability to maintain the NW3C computer laboratory in a secure environment from Thursday prior to the week of class until Sunday when the instructors set up the classroom

## BOTS Network Requirements

### Network Requirements

- ❑ Unrestricted, high speed Internet connection
  - Switched RJ-45 port
  - Connection should be outside firewall, or else the firewall must be configured to allow all packets to / from classroom router.
- ❑ 1 Host provided IP address
- ❑ Analog phone line in classroom
- ❑ **Network administrator or technical POC with administrative access**
  - **Name and contact info provided to NW3C at least 60 days prior to class**
  - **Must be present on-site during laboratory set up**