

ENPC/TNCC Course Planning

1. Completed course applications will be sent to the state Treasurer 8 weeks before the course is held. Course applications must be received by national ENA at least 8 weeks prior to course, additional fees apply.
2. Depending on the available funds, the Treasurer may choose to prepay the indirect fees to national to save 10%. If this is done, the Treasurer will notify the course director by email or phone.
3. Checks from participants should be sent to the course director a minimum of 4 weeks before the course is held, so as to allow ample time for the checks to clear before the course.
 - Exceptions to this would be if a participant cancels and a new participant is chosen to replace hi/her within 4 weeks of the course.
 - The course director must send checks to the state Treasurer as they are received and preferably at least 2 weeks before the course. It is recommended that participants who pay less than 2 weeks before the course submit a payment via money order or cashier's check.
 - Participant refunds are at the discretion of the course director, using the guidelines on the course registration forms and/or flyers (generally discouraging refunds in less than 15 business days from the course unless the participant finds a course attendee replacement)
 - Ensure that the course maintains a profit status.
4. Course directors must notify the Treasurer of the number of class participants within 1 week after the course completion so that indirect fees may be paid to national ENA. Final course budgets must be received by the state Treasurer within 30 days. Postage, mailing, food, copying, etc. for courses are reimbursed with receipts only and should not exceed profit expected.
 - Course directors are responsible to make sure they are using the most up-to-date budget form. The budget forms are now dated. A form that is >1 year old should not be used until the course director verifies with the TNCC/ENPC committee chair that the fee structure is current.
 - If an outdated budget form is used, then the Treasurer will make updated adjustments to the budget, adjusting profits as necessary.
 - Adjustments may be made to the budget for courses where some of the financial support is coming from another source, such as when a

hospital pays for instructors and the tuition for participants from that hospital are discounted.

- Course directors shall determine if any facility hosting instructors or sending any instructors to assist with teaching a course are being paid by the facility/institution. If any instructors are being paid by the facility/institution, they will not receive concurrent financial compensation from the Maryland council.
- An explanation of any deviations from the accepted budget must be submitted with the final budget.
- Course directors will not sell or distribute ENPC/TNCC manuals to anyone unless they have paid and registered for the associated course. Individuals requesting manuals can be referred to national ENA Course Operations to purchase the manuals.

Course directors will refer to the TNCC/ENPC Administrative Procedures regarding those individuals requesting to audit the course.

5. All course budgets must be submitted to the state Treasurer to ensure profits are disbursed appropriately. All participant checks and other course monies are made out to “Maryland State ENA” and are sent to the state Treasurer for deposit into the Trauma account.

- Profits from TNC/ENPC courses are split equally between the state Education account and the chapter that hosted the course.
- Every attempt should be made to financially structure courses so as to avoid deficit losses. Limited grant funds may be available through national ENA to help offset expenses in providing courses in rural or underserved areas.

6. The Treasurer must assure that the indirect fees to national ENA are received within 4 weeks after course completion.

7. Information regarding ENPC/TNCC courses being sponsored by other facilities **not** associated with Maryland State ENA may submit information to the website editor for posting unless the costs of the course(s) are in conflict with Maryland Council ENA courses and registration fess.