

# Preferred Training Partnership (PTP) Terms and Conditions 2025

1. **Program Membership:** For your department/agency to be eligible for the Preferred Training Partnership you must fill out the attached application and mail it to Butler County Community College, Attention: Public Safety, P. O. Box 1203, Butler, Pa. 16003-1203.
2. **Program Explanation:** This is a pay as you go program. Fees will be charged according to BC3 fees chart (found on BC3 web site). PTP partners only pay course fees for what they use up to a maximum of \$2000 for 250 hours of training for individual fire departments, and \$4000 for 500 hours of training for city and county-based organizations. Anything over the package hours, you start paying the class at cost.
3. **Program Fees for PTP Partners:** Fees will be charged according to the course fee chart for 2025. PTP Partners will have the ability to purchase multiple blocks of training as needed.
4. **\*\*BC3 PSTF grounds usage:** The use of the BC3 PSTF will be at a 50% discounted cost for PTP members.
5. **Custom Courses:** If a course is a custom course and is not shown on the chart or listed as TBD, BC3 will review the course and coordinate with the PTP partner to establish the fee.
6. **Program Fees for Non-Partners:** Fees will be charged according to the course fee chart for 2025 with no maximum cost limit for training during the calendar year. Some courses May not be covered by PTP check course fee chart for details
7. **Length of Agreement:** Preferred Training Partnerships are valid from January 1 through December 31 of the same calendar year.
8. **Student Requirements:** Minimum and maximum number of students needed run a class are listed on the class fee chart for 2025. Some training courses need a maximum/minimum number of students to support the learning objectives of the class and safety of the participants
9. **Cancellations:** If a course must be canceled due to circumstances beyond the PTP Partner's control, it may be rescheduled but must be completed by the end of the current agreement year. if a class is cancelled, and BC3 or Instructor is not notified, and instructor shows up to instruct, host department is responsible for all instructor expenses.
10. **Manuals/Books:** Manuals and handouts will be provided for the course if needed. Should the courses require or recommend a **published text** it will be the responsibility of the student or sponsoring agency to acquire or purchase the text.
11. **Course Applications/Scheduling:** PTP Partners will still be required to complete a course application and submit it to BC3 with the fee attached unless other arrangements have been agreed upon. Course applications must be received 4 weeks prior to class start date. Scheduling dates will be based on instructor availability.
12. **Membership Rosters:** Not required.
13. **Meals:** Lunches and breaks will be the responsibility of the Partner or student.
14. **Course Location:** Courses must be held in the PTP's facility, At BC3 PSTF or at an alternate site approved by BC3.
15. **Certifications:** PA State Fire Academy Proboard certifications are not included in the PTP
16. **PTP Partner's Responsibilities:**
  - a. Provide all necessary equipment, expendable and consumable items for the course.
  - b. Provide a class room with proper seating, tables, HVAC, Audio Visual and lighting.
  - c. Proper site for practical exercises.
  - d. Coordinate with instructor before class start date all matters necessary to run class.