



CALIFORNIA TOW TRUCK ASSOCIATION

Light Duty Level 1

Host Company Requirements

The California Tow Truck Association would like to thank you for your willingness to host a Light Duty Level I class at your facility. We have provided the information below to assist you in hosting a successful class.

Overview

Light Duty Level I classes are a two day course. In order to create the least amount of disruptions to tow companies, these classes are usually held on weekends. Day one (Saturday) consists of classroom instruction. Host companies must provide a classroom for instruction and testing. Classroom facilities should be adequately heated or cooled depending on the weather. Day two (Sunday) consists of hands on training, review and testing. The hands on portion of the training requires adequate outdoor space for demonstrations.

****Host companies are expected to be CTTA members in good standing with sufficient staff to accommodate students and help the instructor facilitate the class.***

Capacity

The typical maximum number of students for a Light Duty Level 1 class is between 25 to 30 students. You must provide the office with a maximum amount of students that your facility can accommodate.

Meals

The host company is required to provide lunch on both days. Please contact the CTTA office for a head count two to three days prior to the class or refer to the roster. *Host companies are reimbursed based on actual receipts for expenditures submitted to the CTTA office up to a maximum of \$15 per day per paid student*

Reimbursements are issued by the CTTA office. Refreshments such as coffee, soda and bottled water must also be provided on both days of training. Snacks and breakfast pastries are recommended but are not required. In order to save money while providing a welcoming environment, many host companies choose to barbecue onsite.

Complimentary Registrations

Host companies receive two complimentary registrations. Please submit a completed registration for the complimentary registrations. The CTTA member registration fee will be applied to additional drivers.

Registration

Registration is handled through the CTTA office. Registration forms can be downloaded from the CTTA website at www.ctta.com. *Onsite registration is NOT permitted!*

The items listed below are mandatory and are required for all CTTA Light Duty Level 1 classes.

Classroom Instruction Materials	Hands-On Materials
<input type="checkbox"/> Professional, well lighted, quiet, classroom setting, including areas with heating / cooling <input type="checkbox"/> Tables & chairs to comfortably accommodate 25 to 30 students <input type="checkbox"/> Large table placed in the front of the classroom for instructor displays and projector	<input type="checkbox"/> Sling Truck <input type="checkbox"/> Wheel-Lift <input type="checkbox"/> Flatbed <input type="checkbox"/> Qualified driver to operate vehicles <input type="checkbox"/> One automobile with fuel and oil drained - <i>will be used for rollovers</i>

For questions contact the CTTA office at (916) 617-2882 or ctta@ctta.com. Thank you!

California Tow Truck Association Light Duty Level 1 Host Company Agreement

1. I understand that by hosting a CTTA Light Duty Level 1 class I must provide the following:
 - a. Professional, well lighted, quiet, classroom setting, including areas with heating / cooling
 - b. Tables & chairs to comfortably accommodate 25 to 30 students
 - c. Large table placed in the front of the classroom for instructor displays and projector
 - d. Adequate outside space for demonstrations
 - e. 1 sling truck
 - f. 1 wheel-lift
 - g. 1 flatbed
 - h. 1 qualified driver to operate vehicles
 - i. 1 automobile with fuel and oil drained - *will be used for rollovers*
2. I understand that the host company is required to provide adequate outside space for demonstrations.
3. I understand that all equipment used in the hands-on training must be properly equipped and in good working condition with appropriately installed plates.
4. I understand that as a host company I will receive two complimentary registrations and that the registration fee will be applied for any additional drivers.
5. I understand that lunch is required for both days of training as well as refreshments (coffee, soda, bottled water).
6. I understand that the CTTA office will reimburse the host company based on actual receipts for expenditures **up to \$15.00 per day for every paid student.**
7. I understand that registration is only handled through the CTTA office and that onsite registration is not permitted.
8. I understand that a maximum amount of students the host company can accommodate must be provided to the CTTA office.
9. I understand that the host company is required to have a representative present at all times – NOT including students enrolled in the class.
10. I understand that the host company representative must be on site by 7:30 A.M. on both days of the class.

Host Company _____ Classroom Capacity _____

Classroom Location Address _____

Hands-On Location Address (if different from classroom) _____

On-site Contact/Representative _____ On-site Contact Cell # _____

Owner / Manager (if different) _____ Owner / Manager Cell # _____

Signature: _____ Date: _____

This contract must be signed and faxed or emailed to the CTTA office. Failure to do so may result in the cancellation of the class.

Fax: (916) 414-3708 | Email: cta@cta.com