



## WHEN THE FUN STOPS®

### GROUP TRAINING REQUEST

The Nevada Council on Problem Gambling (NCPG) offers one-hour problem gambling awareness classes that will satisfy the employee training requirement of NGC Regulation 5.170 - "Programs to Address Problem Gambling". Classes are conducted by qualified NCPG trainers and may be held in the NCPG training room, located at 5552 S. Fort Apache, Suite 101 (Las Vegas), or at your company's training facility.

The following requirements and conditions apply to all group training sessions, depending on the selected location.

	NCPG Training Room	Company Training Facility
<b>Audio/Visual:</b>	AV equipment provided by NCPG	Must be adequately equipped for PowerPoint and video presentation (with sound), subject to NCPG approval
<b>Class Size:</b>	Minimum of 5 participants Maximum of 30 per class	Minimum of 5 participants Maximum TBD by room size
<b>Class schedule:</b>	Up to 3 classes per 8 hour day, subject to NCPG approval and trainer availability.	
<b>Training Fee:</b>	\$35 per person	\$40 per person
<b>Administrative Fee:</b>	\$75 per scheduled class	\$125 per scheduled class <i>(Plus trainer travel cost if outside Clark County)</i>

### HERE'S HOW IT WORKS:

- 1. Complete and return the attached GROUP TRAINING WORKSHEET.** Upon receipt of your completed worksheet, the NCPG Program Coordinator will contact you to review your request and draft a training proposal to meet your needs. The proposal will include a statement of the associated administrative fees and an estimate of the total participant fees for the scheduled classes.
- 2. Payment Guarantee –** Upon acceptance of the training plan by your company, NCPG will issue an invoice for the minimum guarantee amount that must be paid to reserve your class schedule. The guarantee amount will equal the training fee for your 5 participant minimum per class, plus associated administrative fees. Payment of the guarantee must be received by NCPG prior to the first scheduled class date.
- 3. Cancellation Policy –** Notice of cancellation for any class must be submitted in writing and be received by NCPG at least 3 business days prior to the scheduled class date. If the cancelled class cannot be rescheduled to another date, NCPG will refund the 5 person participant fees for the cancelled class. All administrative fees are non-refundable and no refunds will be made for cancellations of less than 3 business days.
- 4. Final Invoice -** Upon completion of scheduled classes a final invoice will be issued for the balance due, based on the actual number of participants in attendance. No adjustment or refunds will be made for classes where attendance falls short of the 5 participant minimum guarantee. All invoices are due and payable upon receipt. NCPG will provide attendance verification for all participants upon payment in full of final invoice.

**Please complete the Group Training Worksheet on page 2 and return by mail, fax or email to:**

Nevada Council on Problem Gambling  
5552 S. Fort Apache Road, #100  
Las Vegas, NV 89148

Phone: (702) 369-9740 Fax: (702) 369-9765  
Email: [Programs@nevadacouncil.org](mailto:Programs@nevadacouncil.org)

# GROUP TRAINING WORKSHEET

## COMPANY INFORMATION:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ Zip: \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT E-MAIL \_\_\_\_\_

Total number of employees to be trained : \_\_\_\_\_ (estimate)

## PREFERRED TRAINING LOCATION:

Our Company's Training room located at :

ADDRESS : \_\_\_\_\_

DEPT / ROOM # : \_\_\_\_\_

Directions /Special instructions : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NCPG Training Room Located at: 5552 S. Fort Apache Rd., Suite 101, Las Vegas, NV 89148

## REQUESTED TRAINING SCHEDULE:

	Date	Start Time	Estimated # Employees
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

If you have questions or need additional information regarding our Group Training program, please call Nann Meador at 702-369-9740. Reference "When The Fun Stops – Group Training".