



How to Host Your Own Moderated, Asynchronous Prevention Ethics Course

U.S. states, U.S. territories, and Pacific Jurisdictions have the opportunity to purchase their own copy of the 6-hour moderated, asynchronous [Ethics in Prevention Foundations](#) course, which is housed on HealthKnowledge, the Prevention Technology Transfer Center (PTTC) Network’s learning management system. Once set up, the course can be implemented by a state/territory/jurisdiction as often as needed to meet the needs of their prevention workforce.

Cost

The hosting organization (state/territory/jurisdiction) is responsible for set-up and administrative fees associated with having their own copy of the moderated course. The following is a sample budget based on 30 participants (the recommended limit per course). If there are less than 30 participants, user and administrative fees will be billed as such. Changes to current content or custom report requests may incur additional fees. Payments for session hosting fees are due at the conclusion of each course offering.

Initial private course set-up fee	1 course x \$1,000 <i>(This is a one-time fee. Subsequent course sessions are billed at \$150 per session.)</i>	\$1,000
User fees and course access, including 24/7 help desk support	\$14 per user <i>(Organization pays this user fee each time they hold a course.)</i>	\$420 (for 30 users)
Administration fee	30% of total user fees <i>(Organization pays this fee each time they hold a course.)</i>	\$126 (for 30 users)
Moderator fee	<i>(Cost dependent on who the host selects to be the moderator)</i>	TBD
	TOTAL for initial course	\$1,546 + moderator
	TOTAL for each subsequent course	\$696 + moderator



PTTC

Prevention Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

Set Up a Private Course

Email the following information to Erin Hobbs (hobbse@umkc.edu) and Hannah Clary (claryh@umkc.edu) with the PTTC NCO **at least six (6) weeks** prior to the start date of the first course offering:

1. Name of state/U.S. territory/Pacific Jurisdiction requesting private copy of course
2. Name, phone, and email of contact person
3. Name, phone, and email of course moderator
4. Will the moderator need an orientation on how to navigate the HealtheKnowledge prior to start of session? (Y/N)
5. Planned start date for moderated session (sessions run for two weeks)
6. Anticipated number of participants

Course Moderators

With this set up, each state/territory/jurisdiction provides its own moderator when implementing the ethics course. An ideal moderator is someone who has attended a training of trainers for the Foundations in Prevention Ethics curriculum. The PTTC NCO staff provides the moderator with access to the course and answers any questions they may have. Additionally, the moderator will be sent an orientation video with instructions for navigating the course on HealtheKnowledge.

Questions

For questions regarding cost or course set-up, please contact Erin Hobbs (hobbse@umkc.edu) or Hannah Clary (claryh@umkc.edu).