



# Hosting a FIAT Class—FAQs

## **What are the benefits of the FIAT?**

FIAT classes are taught by IALEIA/LEIU-qualified instructors who have met experience and instructional competency requirements. They teach from experience and use materials developed by respected practitioners in the analytic and educational fields. Most FIAT instructors are full-time, practicing analysts who are continually learning the newest analytic techniques and methods in order to pass this knowledge on to FIAT students.

## **Do I have to be an IALEIA or LEIU member to host a FIAT?**

No—any agency, task force, HIDTA, RISS or other law enforcement organization, regulatory agency, government entity, or approved private sector organization can host a FIAT.

## **Does the FIAT have to be open to anyone in the area?**

Not if the FIAT is designated as a *Closed* course. If you want to host a *Closed* course, you may do so, but you must demonstrate sufficient financial capability to pay the full course fee of \$13,800—a minimum of 30 days prior to the class start date.

## **How many seats must a FIAT host buy?**

In an *Open* course, IALEIA requires that the host organization register, and pay for a minimum of two (2) paid students. In a *Closed* course, the host is responsible for payment of the full *Closed* course fee of \$13,800 regardless of the number of students.

## **Do IALEIA/LEIU members receive a discount on the cost of the FIAT?**

Yes—in *Open* courses, members of both organizations receive a tuition discount of \$50 per individual student registration.

## **Does the host organization receive any discount on a FIAT?**

Yes—in *Open* courses, after payment for the minimum of 15 paid tuitions has been received, the host organization will be granted one (1) complimentary student seat. The complimentary seat must be in addition to the host organization's two (2) paid tuitions.

## **What previous analytic training should FIAT students have?**

None—FIAT is a basic class for both analysts and investigators. Students who attend FIAT are expected to have had no, or minimal previous formal training in analysis.

## **Who can attend a FIAT course?**

Students from all organizations and locations are welcome to attend FIAT, but they must be either members of IALEIA, or a LEIU member agency, or they must meet eligibility criteria for IALEIA membership.

## The 12 Steps to Hosting a FIAT Class:

1. Determine what organization/agency will accept responsibility for acting as host (providing appropriate training space, audio visual equipment, marketing the class, etc.). Identify a Point of Contact (POC) person to work with the FIAT Manager and Lead Instructor.
2. Decide if the class will be an *Open* course or a *Closed* course—both are full at **24 students**. In an *Open* course each individual attendee is responsible for paying a tuition fee. *Open* courses must have a minimum of 15 paid students, whose registrations and tuition payments must be received **at least** 30 days in advance of the class dates. In a *Closed* course the host organization must accept responsibility for the full *Closed* course fee and submit a financial commitment at least 30 days prior to the class start date.
3. Identify preferred class dates—and provide alternate dates for hosting the FIAT course.
4. Contact the FIAT Manager to request a FIAT class, and provide the above information. **Note**—the first 4 steps should be done at least **120 days** before the proposed class dates.
5. FIAT individual tuition is **\$600 per person** (\$550 if the student is an IALEIA member or from an LEIU member agency) in an *Open* course. If you are contracting for a *Closed* course, the class flat fee amount is **\$13,800**.
6. Arrange for classroom space. The space should be comfortable for 24 students and 4 instructors, plus books and class materials. The furniture should be modular-type, or individual tables, because the students are separated into 4 teams during the class. Auditorium seating is not appropriate. The FIAT also requires audio-visual (AV) capability including computer projection, projection screen, speakers, white board and flip charts, tables for materials, and a lectern. Internet access and student computers are not necessary.
7. The training area should allow space for breakout sessions (specifically on Thursday and Friday). Separate rooms are preferred, but a large open area that allows a sufficient work area for teams to be dispersed will suffice.
8. Advertise *Open* classes by distributing notices to local/regional individuals, members and agencies. The FIAT Manager and LEIU Administrator will assist with this effort.
9. The LEIU Administrator is responsible for class registrations (receives registration forms and tuition payments) and will work with the host POC to verify all student registrations.
10. The host POC should provide local assistance with lodging recommendations and local services information, especially for those who are traveling to the class, including out-of-area students and instructors. The Lead Instructor will assist in preparation of a *Student Information Sheet* containing pertinent information for dissemination to the students.
11. Designate an address for shipping class materials and an individual who will accept responsibility for receiving and securing the shipments prior to the class.
12. Coordinate with the FIAT Lead Instructor to arrange for classroom access prior to the class so that the room can be arranged and logistics prepared for commencement of the class on Monday at 8:00 AM. The Lead Instructor will require access to the classroom on the day (Sunday) prior to class, to allow for instructor team orientation, preparation of course materials, preparation of the instructor area, familiarization with the projection system, etc.

# QUESTIONS?

Contact the FIAT Manager at [FIAT@ialeia.org](mailto:FIAT@ialeia.org)