



A Non-profit Corporation
for Student Exchange

Local Coordinator Training

Name: _____

Facilitator: _____

Location of Training: _____

ETC Local Coordinator (LC) Orientation covered the following:

1. ETC Overview & Program Rules _____
2. Student Overview _____
3. Role and Responsibility of Host Family _____
4. Role and Responsibility of Coordinator _____
5. School Relations _____
6. Host Family Screening and Recruitment _____
7. Placement Process & Required Paperwork _____
8. Orientations/DOS requirements _____
9. Monthly Reports _____
10. Student Adjustment Cycle and Conflict Resolution _____
11. Travel & Insurance _____
12. Extensions, Convalidations, Relocations & Emergency Procedures _____
13. Zapp Overview _____
14. Department of State Regulations _____
15. CSIET Standards _____
16. Your Body Belongs to You _____

Signature _____

Date _____