



## MASC/SCAPA/SCARC Planning and Zoning Orientation Training

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### Instructor Checklist

1. Return the reservation card to Kailin Bethel to reserve materials for your training at least one week prior to training. Reservation card can be found at [www.masc.sc](http://www.masc.sc) (keyword: reservation card)
2. For your participants **to receive certification credit** from the Municipal Association, **you must use the approved resource materials from the Municipal Association.**
3. Participant Training Materials:
  - a. **In-Person (\$25/per person):** A packet for each participant includes a hardcopy of the participant training manual, the *Comprehensive Planning Guide* and *How to Conduct Effective Meetings*. Also included is a sign-in sheet and billing forms. (Each participant must complete a billing form). \$25/per person
  - b. **In-Person (Free version):** If you do not wish to have a hardcopy of guides, online versions are available for anyone to use. [Comprehensive Planning Guide](#), [How to Conduct Effective Meetings](#), [Participant Training Manual](#). Training access.
4. Facilitator Training Materials: Once your reservation card has been received, you will receive the following information by email.
  - a. Access to the training
  - b. Facilitator Training Manual
  - c. Planning Curriculum Map
  - d. Planning Sign-in Sheet
5. Equipment facilitators will need:
  - a computer or laptop
  - a projector and screen
  - internet access
  - preferred internet browsers – Chrome, Firefox, Safari
  - external speakers to boost the sound
6. Within 48 hours after the training session, send the Municipal Association the sign-in sheet, and the billing forms, if applicable (one for each person) and any extra packets. The Municipal Association will charge for any unused packets not returned.

7. It is the responsibility of the instructor to collect and remit payment to the Association for each training participant. **Once payment has been received, each participant will be sent a transcript.** In addition, staff will send a transcript to the city, town or county clerk.
8. Contact Kailin Bethel with any questions or concerns at 803.933.1276 or by email at [kbethel@masc.sc](mailto:kbethel@masc.sc).