



Dear Prospective SonoSchool International Training Center

Thank you for your interest in the SonoSchool training and your interest in becoming a SonoSchool International Training Center (SITC). This letter provides a brief explanation of the SITC application process and the documents you need to complete the application

SonoSchool independent training professionals around the world to provide Point of care ultrasound training and to issue official SonoSchool course completion Certificate. All SITC agree to follow the standards established by our medical and educational trainers and staff.

When an organization is interested in SonoSchool training Course, we send them an application which details the information we need to evaluate the organization and to develop a training agreement. Eligible organizations are usually hospitals, universities, societies or stand- alone training centers with experience in providing medical training. Once received, an international agreement for training will take an average of 3-4 weeks to complete the process. The requirements to become an SITC and how training is delivered are included in "SITC Application Process"

Training Centers must be designated to teach Point of Care ultrasound Courses, The SITC must fulfill all of the requirements of SonoSchool Equipment Check list of Training Rooms.

All of our materials are available in English, there is no guarantee that all material will be available in your country's primary language, and therefore, please plan and expect to use the English materials.

SonoSchool charges no money to become a training center. The SITC program is not a franchise. The only financial requirement is that the instructors and students use our training textbooks and materials: one book and one course Certificate per student. The issuance of an SonoSchool Certificate Completion is a student's assurance of the best quality SonoSchool training available. To achieve the highest quality training and to maintain acceptance of our SonoSchool Certificate of Completion worldwide, all SITC are required to comply with the guidelines, curricula, policies, and procedures set by the SonoSchool.

After SonoSchool have identified that the prospective applicant meets the requirements of an “SonoSchool International Training Center” the application Form is placed in the system with a supporting letter from the admin Support. The application will be fully processed after the training is completed and there are instructors available now on board, then an agreement is issued and sent to the SITC to sign. The process for SITC takes about 3-4 months. The SITC application process will consist of Three Phases

Phase One:

when your training center is fully ready, which includes equipment, materials and setup wise, a Sonoschool Faculty Team will travel to your facility to:

- Train nominees for Provider and Instructor courses (back to back Courses)
 - at least 14 Candidates attend the Provider Course
 - at least 8 Candidates attend the Instructor Course
- Train at least 2 Program Coordinators on Program Coordination & Administration Training for SonoSchool workshop
- They will also confirm that the center is ready in this particular discipline and is following Sonoschool Training Center Check list guidelines

Phase Two:

After “Phase One” is completed, a full report will be sent to SonoSchool Center to process the application in the system now, this process takes about one month, if all requirements are met, an agreement is issued and sent to the SITC, once signed and sent back to SonoSchool Center, within 10 business days, the SITC Coordinator will receive a “Welcome Letter” from SonoSchool, and other communications from other departments, to assist the new centers in various areas:

- Issuing the Center’s Code, to enable them to obtain the SonoSchool Certificate of Completion from SonoSchool Website
- Provide the SITC with the relevant course tests
- Issue the SITC’s Wall Certificate
- List the center at the SonoSchool website with the rest of the International Training Centers
- Assist in various training and other related matters as required

Phase Three:

Building SITC instructor pool and looking towards having Training Center Faculties in the future

Goals of this Process are

- Ensure the maintenance of high quality and standards for all SonoSchool courses.
- Unify and standardize the training across the MENA Region
- Strong emphasis on training “ Program Coordinators” to ensure course continuity and maintain standard
- Provide direction for proper SITC organization

How to complete Phase One?

- Arrange the date with SonoSchool for a provider course and instructor Course
- Start the Registration for your nominees: Start the Registration process for the Candidates that will attend the provider course
- Note that the candidates that will attend the instructor Course, will be selected from the candidates who attended the provider Course
- Make the necessary registration steps for your nominees
- Invite SonoSchool Team to your facility to complete Phase one process

Kindly note that SonoSchool is not involved in setting the registration fees or logistics

Additional Information

- There are limited slots per course
- All “ Program Coordinators” are required to attend a special designed Workshop “Program Coordination & Administration Training for SonoSchool” (PCATS) and achieve successful completion in this workshop
- The PCATS has to be completed before Phase Two
- If the Program Coordinator is a healthcare provider person then s/he will be required to attend the Provider and the Instructor Course
- We are requesting 2 Program Coordinators to be trained to cover during absence or emergencies
- Enrollment in an Instructor Course in “Phase Two” is not automatic. Participants in the Instructor Course need to be selected as Instructor Potential (IP) according to their performance in the Provider Course.
- Enrolling in this process will only be in effect when a full application form is received and submitted for processing as an International Training Center. If an application does not meet the criteria or requirements of an SITC, other options will be explored on an individual basis.

If you have further questions, please feel free to contact us and I look forward to working with you soon