**Trainers and/or Course Supporters can use the following as a template for an initial email to students prior to the start of MAP Certification Training. Please modify to include your specific training details. Include any additional information as needed, e.g., name of Co-Trainer and/or Course Supporter (if applicable), Resource Packet distribution, directions to location, parking information, your hours of availability for student questions, etc.**

**Welcome to** **MAP Certification Training!**

Hello Everyone,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am your MAP Trainer and instructor for this course. You can contact me by text or email between \_\_\_am and \_\_\_pm, \_\_\_\_\_\_\_\_\_\_\_ (insert days you are available). If you contact me outside of those hours, I will respond the next business day.

**Training Details**

* The training consists of:
  + The online course
    - available at [mapmass.com](http://www.mapmass.com) on: MM/DD/YY
  + Face-to-face (in-person or virtual) sessions on the following dates/times/locations: MM/DD/YY, \_\_\_\_\_AM/PM, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location)
* You will have until MM/DD/YY to complete the training.

Please reply to this email so that I know you received it.