How to...
Apply for ECTEG materials

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1 Who can apply?

All course materials are available free of charge strictly for **Law Enforcement organisations dealing with cybercrime, cyber-enabled crimes, and IT forensics.**

A
- **Law Enforcement** national authorities with a mandate of law enforcement activities from an **EU Member** State, **Schengen** or **European Economic Area member** (including customs, borders, judiciary, financial and tax fraud investigation units or intelligence services).

B
- Any **Law Enforcement Agencies**, providing a supporting letter from an ECTEG Law Enforcement member or recognised by Interpol or organisation in section D (below).
- **ECTEG academic member** with a supporting letter from a Law Enforcement Agency who will select the attendees to the organised training session(s).

C
- **Other institutions (academic, etc)** engaged in the fight against cybercrime, providing supporting letter from one ECTEG Law Enforcement member.

D
COUNCIL OF EUROPE / CONSEIL DE L'EUROPE · INTERPOL · FRONTEX EUROPEAN BORDER AND COAST GUARD AGENCY · EUROPOL · EC3 European Cybercrime Centre · EUROPEAN DEFENCE AGENCY · OLAF European Anti-Fraud Office · OSCE · CEPOL · EUROJUST

2 How to apply?

In writing, using the **official application form** provided by ECTEG.

The form should be **filled, dated, printed, and signed** to be scanned to a **PDF file** and **sent to the ECTEG Board**.

- Clear identification of organisation and contact information
- Name of the course, full/partial use, amendments or translations
- Number of sessions and trainers
- Student target group definition
- Signed by the authority with the legal power to engage the applicant organisation + affixed with its official stamp.

3 Main conditions

Respect application timing
At least four weeks in advance and no more than 12 months before the first planned training activity.
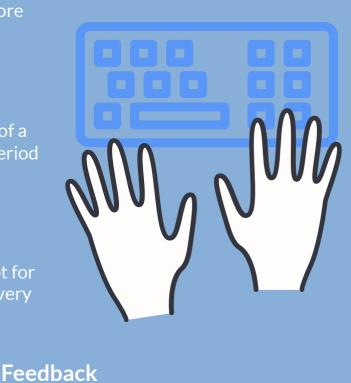
Application validity
Application is valid for the organisation of a single course module for the specified period (but can have multiple sessions).

Non-profit basis
No commercial profit is gained by the provider of the training materials, except for covering expenses needed for their delivery (like rooms, equipment rental, etc.)

IMPORTANT!

At the latest **two months** after each session, provide to the ECTEG Board a report including:

- ☐ A comprehensive **overview of the comments** and suggestions for updates
- ☐ Number of participants

Feedback
Organise the gathering of feedback by course attendees, teachers and trainers using ECTEG's online feedback system.

Copyright
Include ECTEG's logo and the "Funded by the European Union" mention on all materials, including modified and translated ones.

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Course management
Course manager is responsible for implementing any recommendations from the course training manual (classroom installation and configuration, network configuration and computer settings).

4 Assessment and delivery

The approval (or refusal) by the ECTEG Board will be provided by e-mail to the applicant within 14 working days from e-mail reception.
If approved, materials will be made available in 2 weeks.

More information: www.ecteg.eu/apply4materials