



How to... Apply for ECTEG materials



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Who can apply?

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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, regulatory, financial and tax fraud investigation units or intelligence services).
- Any **Law Enforcement Agencies**, providing a supporting letter from an ECTEG Law Enforcement member or recognised by Interpol or organisation in section D (below).

B



- **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



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 team](#).



Clear identification of organisation and contact information



Name of the course, full/partial use, amendments or translations



- Number of sessions and trainers
- Request for ECTEG support



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 for the specified period (but can have multiple sessions).



Non-profit basis

No commercial profit is gained by the deployer/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 **feedback** including:

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

* ECTEG can provide support for the deployment, such as:

- ☐ 1 trainer for the first session
- ☐ Infrastructure
- ☐ LMS and student enrollment



Feedback

Organise the gathering of feedback by course attendees, teachers and trainers to report via 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

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

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Assessment and delivery

The approval (or refusal) by the ECTEG Board will be provided by e-mail to the applicant within 3 weeks from e-mail reception.

If approved, materials will be made available in 3 weeks from approval.

More information: www.ecteg.eu/apply4materials



European Cybercrime Training and Education Group
Email : course.materials@ecteg.eu - www.ecteg.eu



Creating shared value for Law Enforcement



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