



Approval of Live Online Occupational Licensing Training

Occupational Licensing & Registration Division

A. Training Provider Information

Name of the Training Provider/Organization

TCEQ Provider Code

Contact Person

Email Address

(Area Code) Phone Number

B. Course Information

Course title

Course hours

TCEQ Course Code
(if applicable)

Yes No

Core Course?

C. Checklist

Training providers need to prepare and submit the following information for each course they request for a live online delivery method. Specific examples and suggestions can be found in RG-373/a, *Approval of Live Online Training for Occupational Licensing*.

Identity Verification— Describe procedures to verify the participant's identity.

Monitoring Comprehension and Participation —Describe procedures for monitoring comprehension and participation throughout the training with feedback from the provider.

Interactivity— Provide a brief explanation of how the student will be able to ask questions and interact with the presenter(s) or moderator(s).

Course Procedures for Technical Registration and Support – Provide a policy statement to be supplied to students describing the availability and contact procedures for timely support for both content and technology needs. Also provide a policy statement supplied to potential students before they pay for the course concerning their computer system's hardware (e.g. microphone and camera) and software requirements including any program installations.

Learning Environment – Provide a policy statement to be supplied to the students requiring them to attend the live-online course in an environment conducive for learning.

D. Certification

I certify that I have reviewed and verified the information in this application and its attachments and found the information to be true and correct to the best of my knowledge. I understand that I am solely responsible for the content of these training materials and their presentation.

Signature of company Owner or Authorized Agent

Date

Be advised that approval carries the responsibility of the training provider complying with all applicable rules and regulations in 30 Texas Administrative Code Chapter 30. Training must also meet all general and delivery standards in addition to including the checklist items.

Please submit this form to the Training Team of the Occupational Licensing & Registration Division at: OLTraining@tceq.texas.gov

Questions? Contact the TCEQ Training Team at: OLTraining@tceq.texas.gov