

## Texas Commission on Environmental Quality

### Permitting & Registration Support Division

#### Occupational Licensing Section

## Training Guidance for TCEQ-approved Training Providers Wanting to Offer TCEQ-approved Courses via Online Training

The purpose of this guidance is to provide additional guidelines for TCEQ-approved training providers that want to offer currently TCEQ-approved classroom courses via online training in response to the onset of COVID-19 (coronavirus). In an effort to encourage more availability of online training opportunities for the licensed community, the TCEQ has expedited the review and approval process for courses offered during the crisis period. The TCEQ will reinstate the standard approval process once the agency resumes normal operations, at which time the TCEQ may reevaluate and/or recall the expedited provisional approval of training, in accordance with Title 30, Texas Administrative Code (TAC) Chapter 30.28(n)(6): “The executive director may recall training for reevaluation which may result in rescinding any previous approval.” At that point, all training courses must comply with all requirements for that modality of training and may need to be re-submitted for reapproval upon TCEQ’s request.

### New Online Training

Training providers who have developed *new* online training courses must submit an application for full review and are not eligible for expedited provisional approval. New applications for online training approval may take up to 120 days for processing. For guidance on requirements for online training, review the section on Distance Training and Technology-Based Training found in RG-373: *Approval of Training for Occupational Licensing* on pages 16-20.

### Requesting Expedited Provisional Approval

Training providers that already offer TCEQ-approved classroom courses for occupational licenses in Texas may transition those courses to online options by meeting the requirements outlined below.

To request expedited provisional approval to transition from classroom training to online training, submit a completed application form to [licenses@tceq.texas.gov](mailto:licenses@tceq.texas.gov) with the following information:

- Name, address, phone number and email of training provider
- List of all requested course titles and course codes
- Name of and link to site of online training or to intended online platform
- Documentation that the training provider will:
  - provide every student with a class manual (hard copy or via PDF)
  - verify student identity and attendance for the entire course
  - monitor for comprehension for the duration of the course

The training course must meet the already existing requirements of online or distance training in *Approval of Training for Occupational Licensing* (RG-373):

- achieve stated learning objectives—each chapter or module must have a minimum of three clear learning objectives;
- include graphics, activities, review questions, projects, and assignments to help the student attain the stated learning objectives;
- provide students with reasonable access to qualified subject-matter experts who can answer their questions within one business day;
- regularly test students' comprehension of the training material throughout the course with monitoring by the training provider;
- include assessments that are both valid and reliable (consistent) and
- give performance-based feedback related to the learning objectives.

To receive expedited provisional approval, the training provider must allow access to TCEQ staff to monitor content and manner of presentation, or to review the qualifications and effectiveness of any instructor, presenter, or subject-matter expert.

Once TCEQ receives a request to transition a course online, TCEQ staff will verify the validity of the online training platform intended for use, and confirm that the online course schedule matches the approved classroom course before provisionally approving the course.

If the online training platform is *not* on the pre-approved list below, and if there are no changes to the course content, materials, duration, or instructor, TCEQ staff will review the online platform to confirm viability before provisionally approving the course.

### **Approved Online Training Platforms**

The following online training platforms have been previously approved for training providers. Transitioning a classroom course to use one of these platforms online will further expedite the approval.

- Conduent Knowledge Connection
- Lifesize Video Conferencing Systems
- SunCoast Learning Systems
- WebEx
- Adobe Captivate and Connect

### **Online Training Platform Restrictions**

Telecommunication applications that are not capable of tracking student attendance (Skype, FaceTime, et al.) are not considered an approved training platform.

If there is a hands-on component to the training, online courses may not be used as a substitute.

Upon receipt of training approval from the TCEQ, online training may be offered immediately using the same provider and course codes as you would normally use for classroom training.