Occupational Licensing Training Approval and Instructor Qualification Process

Presenters:

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Overview

- Housekeeping
- New E-Mail for training providers
- What is a "Core Course"? What is a "CE" course?
- RG-373 – Key points
- Instructor Qualification Process
- Live-Online
- Resiliency Form

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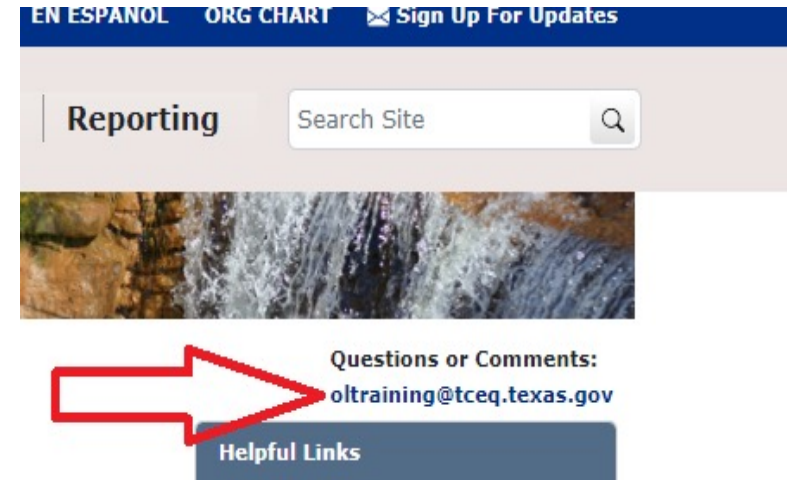TEXAS COMMISSION ON
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Housekeeping

- Phones

- Restrooms

- CE Credit
  - RG-373, Training at Conferences, Pg. 13 – "*A validation of training hours successfully completed at the conference is required to assign training credit for the conference.*"

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New E-Mail for Training Providers

- Oltraining@tceq.texas.gov

- License holders should e-mail licenses@tceq.texas.gov

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Core Courses vs. CE Courses

- **Core courses** are defined as those technical courses required for licensing at some level within an occupation.

- **Continuing education courses** are defined as those courses that are not required to obtain a license, but may be used for renewal of a license in a particular occupation.

- RG-373, Pg. 9

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Instructor Qualification Review Process

- Instructors of core courses must hold a valid TCEQ occupational license in the particular occupation they are teaching.
  - For water and wastewater operator licensing, a TCEQ Class A or B license is normally required to teach.

- RG-373, Pg. 9

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Instructor Qualification Review Process

- Provide plenty of detail when filling out section - V. Relevant Operational Employment History – Primary Duties.

- Also be sure to include accurate dates.

Job #1	
Employer:	
Job Title:	
Primary Duties*:	

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Instructor Qualification Review Process

- You may use additional sheets of paper, such as Word documents, to accurately describe primary duties of work history.

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RG-373 Key Points

- Note review timelines found on Pg. 6

For a complete review and official response, allow at least:

- 45 days for training conducted at conferences, association meetings and webinars.
- 60 days for: (1) instructor qualification applications for classroom courses, or (2) provider responses to notices of deficiency, or (3) re-approvals of existing approved training.
- 120 days for: (1) other training applications that require review of training manuals and instructional materials, or (2) technology-based (online) training.

- "Applications that are submitted outside these time frames may not be approved before the date of the event."

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RG-373 Key Points

- Note fee structure and E-Pay instructions found on Pgs. 24-26

- Appendix B. How to Report Training Electronically found on Pgs. 27-28

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RG-373 Key Points

- Fee structure, Pgs. 24-26

- **Association Meetings** – training sessions up to two hours (for sessions longer than two hours, use conferences fee). $10 per training credit hour

- **Association Meetings** – annual review for single chapter, section, or district with 12 or less meetings per year. $100 per annual review application

- **Association Meetings** – annual review for multiple chapters, sections, or districts with 12 or less meetings per year for each. $400 per annual review application

- **Conferences** - $10 per training credit hour or a minimum of $50

- **Classroom Training** – using existing TCEQ-approved manuals. $10 per training credit hour or a minimum of $50

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RG-373 Key Points

- Fee structure, Pgs. 24-26 , continued

- **Classroom Training** - with new manuals and new materials. $25 per training credit hour or a minimum of $100

- **Technology-Based Training** - $25 per training credit hour or a minimum of $100

- **Correspondence Courses** - $25 per training credit hour or a minimum of $100

- **Webinar Training** - $50 for initial review, then $10 per training credit hour for subsequent applications.

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RG-373 Key Points

- Paying Application Fees, Pgs. 25-26

- Fees may be made through **ePay (electronic online payment using a credit card, MasterCard, AmEx or Visa, or electronic check)** or by check or money order, payable to *TCEQ*.

- Failure to submit the correct payment at the time the application (Form TCEQ-10152) is submitted will cause delays in reviewing the training or potentially a notification of deficiency.

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RG-373 Key Points

- Paying Application Fees via E-Pay

  - Go to <www.tceq.texas.gov/goto/epay>.

  - Enter your name and e-mail address. Select *OK*.

  - Select *Option 3* and *Other*.

  - Select the fee category *Occupational Licensing Training Application Fee*.

  - Complete the *Fee, Customer, and Billing Information* fields.

  - Add the Requested Title of Training (e.g., *Basic Water Works Operations*) to *Optional Comments*.

  - After making the payment, be sure to **print a copy of your payment voucher(receipt),** keep a copy for your records and **include a copy with the original application (form TCEQ-10152)**

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RG-373 Key Points

- Paying Application Fees via Check or Money Order

    - **A COPY** of the completed application form (TCEQ-10152) should accompany the check or money order. The provider name and requested training title should appear on the check or money order.

    - You will receive no receipt. **There may be a delay in the review of your application while we internally verify the fee payment.**

    - **Do not send the *original* application form or training materials with payment by check or money order to the TCEQ cashier's office.**

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RG-373 Key Points

- Paying Application Fees via Check or Money Order

Regular U.S. Mail

Cashier's Office, MC 214

TCEQ

PO Box 13088

Austin TX 78711-3088

Overnight or Express Mail

Training Specialist

Cashier's Office, Bldg. A

TCEQ

12100 Park 35 Circle

Austin TX 78753

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RG-373 Key Points

- The roster reporting procedure is called **TROLS** (**T**raining **R**oster **O**nline **S**ubmittal) and can be accessed through **STEERS** (**S**tate of **T**exas **E**nvironmental **E**lectronic **R**eporting **S**ystem) on the TCEQ website.
  - STEERS URL: http://www.tceq.texas.gov/goto/steers
  - TROLS: https://www3.tceq.texas.gov/steers/
  - STEERS Help: STEERS@tceq.state.tx.us or 512-239-6925
  - TROLS Help Guide can be requested by emailing Oltraining@tceq.texas.gov

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RG-373 Key Points

- STEERS setup requires the filing of a STEERS Participation Agreement (SPA) form
  - **Each person who submits rosters of completed training will have a unique account number and password.**
  - Set up an account number and password at <www.tceq.texas.gov/goto/steers>.
  - You must print and sign the original of the SPA and mail it to the address given on the form, or sign the SPA electronically using a valid Texas driver's license number.
  - **If you do not provide a signed SPA you will not be able to submit rosters of completed training.**
  - It takes at least 1 week, plan accordingly.

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RG-373 Key Points

- All roster reports of completed training will be uploaded by you through the TROLS website within 14 days of class end.

- Files will be uploaded in a comma-delimited text format

- The text will list the student license id number, provider code, course code, end date of the training, credit hours, Last name, First name, and City of the training, in that order and it should look like this:

```
WT1234567,0444,2222,08152006,20,Smith,John,San Antonio
123456789,0444,2222,08152006,20,Gomez,Fernando,San Antonio
234567890,0444,2222,08152006,20,Brooks,Jeneane,San Antonio
WW0002569,0444,2222,08152006,16,Washington,Charles,San Antonio
```

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Live-Online Training

- Live-Online Form TCEQ 10152-a must be submitted along with Form TCEQ 10152

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

Live-Online Training
Form TCEQ 10152-a

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 participates 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.

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Resiliency Training Guidance

RG-637 ● January 2023

- https://www.tceq.texas.gov/licensing/Providers/Providers#training-guidance

TCEQ REGULATORY GUIDANCE

Occupational Licensing & Registration Division

RG-637 ● January 2023

Guidance for Resiliency Training Requirements for Water Operators

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Questions / Comments?

- Oltraining@tceq.Texas.gov

- 512-239-6133

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