

TCEQ Trade Fair 2018



Occupational Licensing

How to Become a Training Provider

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Occupational Licensing

Overview and Purpose

TCEQ

- **TCEQ Rules and Regulations**
- **Similarities and Specific Requirements for Training Providers**
 - **Classroom Training**
 - **Conference Training**
 - **Training at Association Meetings**
 - **Distance training**
 - Correspondence Training
 - Technology Training
 - **Webinar Training**



TCEQ Rules and Regulations



Training approval added to rules in 2007

- Title 30, Part 1, Texas administrative Code (TAC)
Chapter 30.28 (Revised September 2016)
- Definitions—30 TAC §30.7

RG-373: TCEQ Regulatory Guidance for Approval of Training for Occupational Licensing

- Revised October 2017

Training Requirements



TCEQ

<https://www.tceq.texas.gov/licensing/Providers/Providers>

Becoming a TCEQ Approved Training Provider

Obtaining Approval to Provide Licensing Training  (TCEQ Publication RG-373)

Regulatory guidance and application for approval of training for occupational licensing.



TCEQ REGULATORY GUIDANCE PUBLICATION

Permitting and Registration Support

RG-373 • Revised October 2017

Approval of Training for Occupational Licensing

This is a guide to the review procedures and standards found in the rules related to training—Title 30, Texas Administrative Code (30 TAC) Chapter 30, Subchapter A. This training is used to meet pre-and post-licensing education requirements for occupational licenses administered by the Permitting and Registration Support Division of the Texas Commission on Environmental Quality.

This document is intended only as a guide to the rules in 30 TAC 30. If there appears to be a discrepancy between this guide and the rules, follow the rules.

Look inside for information on these topics:

Training Requirements



RG-373: Approval of Training for Occupational Licensing

- RG-373 provides additional guidance for complying with TAC 30.28 requirements.
- Checklists are provided.
- Application Requesting Approval of Training for Occupational Licensing, Form TCEQ-10152 found page 29. (Appendix C)

NEW Requirement: House Bill 1508



TCEQ

- Effective September 1, 2017
- Training providers must:
 - Notify applicants of potential license denial, based on their criminal history
 - Reimburse the cost of training to applicants who are denied a license based on criminal history; if the provider failed to notify the applicants
 - Inform applicants of their right to request a criminal history evaluation
 - Retain notification records for at least 5 years in case of a dispute

HB 1508 Dispute



TCEQ

- TCEQ will mediate in case of a dispute
- Rescind training approval if:
 - Provider refuses to refund the cost of training or can't provide notification that proper notice was provided

HB 1508 Dispute



TCEQ

- TCEQ will adopt rules to guide:
 - Type of notice required
 - Complaint investigation
 - Enforcement actions for failure to comply
 - Administrative hearing process
- Rulemaking has been initiated
- Expected rule adoption in late 2019

NEW Requirement: House Bill 1508

TCEQ

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[Guidance for Training Providers](#)

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Guidance for Training Providers

Curriculum guidance, job task analysis and information on how to become a TCEQ approved provider.

NEW [House Bill 1508](#)

As of **September 1, 2017**, **HB 1508** requires TCEQ approved training providers that provide educational programs (training) which prepare an individual for issuance of an **initial** occupational license, to notify each enrollee of the following:

- the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
- the current guidelines issued under Texas Occupation's Code, Section 53.025 by any licensing authority that may issue an occupational license to an individual who completes the educational program ([TCEQ Regulatory Guidance document RG-521](#));
- any other state or local restriction or guideline used by a licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority (none applicable to TCEQ); and
- the right to request a [criminal history evaluation](#) under Section 53.102.

As per HB 1508, if an individual is denied an occupational license based on his/hers criminal history and the educational provider failed to provide the individual notice in accordance with Section 53.152, the educational provider will be required to refund the amount of any tuition paid and corresponding application and examination fees

>> Questions or Comments:
Licenses@tceq.texas.gov

Helpful Links



Guidance for Training Providers

- [Getting Approved to Provide Training](#)
- [Curriculum Guidance for Specific Licenses](#)
- [Job Task Analysis](#)
- [Update Provider Contact Information](#)

RG-373: Approval of Training for Occupational Licensing

- A sample of an acknowledgement of Notice of Potential Ineligibility for License can be found on the last page of RG-373. (Appendix D)

Training Approval Components



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TCEQ Review & Approval of:

- **Content** (training manuals, exams, tracks, presentations, etc.).
- **Providers**, Instructors, Presenters, Subject Matter Experts (SME)
- **Procedures**

Component Examples

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Training Application Checklist from RG-373 (Classroom Example, Checklist 1)

- ☐ Course Overview and Goals
- ☐ Course Agenda
- ☐ Prerequisite Statement
- ☐ Learning Objectives
- ☐ Instructional Plan or Lesson Plan
- ☐ Instructional Materials
- ☐ Training Manuals
- ☐ Course Completion Certificate
- ☐ Proposed Instructor Qualifications
- ☐ Experts' Qualifications and Approvals
- ☐ Application and Applicable Application Fee

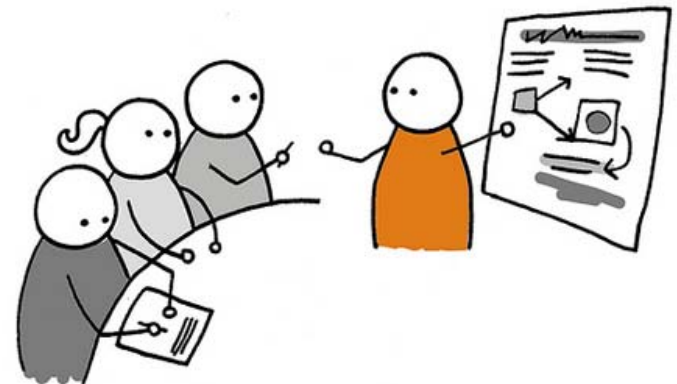


TCEQ Rules and Regulations

TCEQ

Common Requirements: Training used to meet the requirements for obtaining or renewing a license must:

1. Be approved prior to training.
2. Provide the knowledge or skills necessary to perform one or more of the occupation's critical job tasks.
3. Not promote or endorse products or services.
4. Accomplish learning objectives.

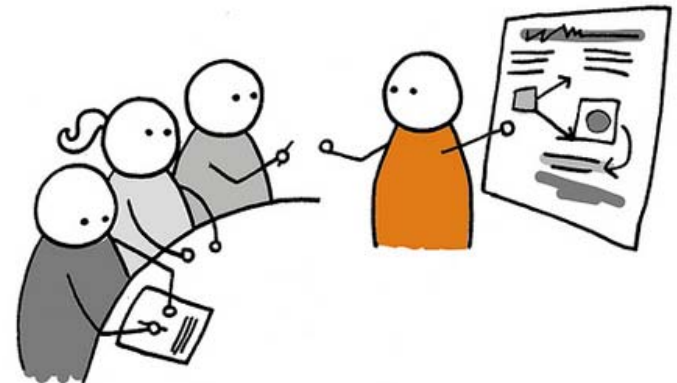


TCEQ Rules and Regulations

TCEQ

Training used to meet the requirements for obtaining or renewing license must: (continued...)

5. Include graphics, visual aids, and interactivity to enhance learning.
6. Include monitoring of participant comprehension.
7. Include monitoring of successful participant completion.



TCEQ Rules and Regulations



Materials developed for training must utilize subject matter experts (SME), instructional design experts, or effective qualified classroom instructors.

Additionally, development for technology-based training must also utilize experts in technology.

TCEQ Rules and Regulations

TCEQ



Public information copied from web sites or other sources is not acceptable as training material unless modified to be applicable to the target audience and the method of delivery. Any non-original material must comply with the “fair use” provisions of federal copyright law.

Training Requirements

TCEQ

Classroom Training (Need to Know)

- Must include a manual (new or already approved).
- Be presented by a qualified instructor.
- Include a lesson plan and agenda.
- Be provided in a setting conducive to learning and not in promotional settings.
- Ensure delivery standards are met.
- Checklist 1 items are submitted to TCEQ.



Qualified Classroom Instructor



TCEQ

Classroom instructors must:

- Have a minimum of 3 years of related work experience.
- Have 60 hours of classroom instructional experience.
- Hold the appropriate valid occupational license for core courses.

Conference Training (Checklist 2)

The term conference includes conferences, seminars, workshops, symposiums, and expos.

Who can provide?

- A governmental authority;
- An industry-related association; or
- A college or university listed by accrediting agencies recognized by the U.S. Department of Ed.



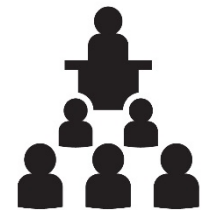
Conference Training Delivery Methods

TCEQ

Industry-Related Association

Definition—

An industry-related association is a nonprofit organization representing members that possess occupational licenses issued by the TCEQ.



Training Requirements

TCEQ

Conference Training (Need to Know)

- Requests must be submitted at least **45 days** before the event **to ensure review/approval by the event date.**
- The conference training is considered approved until content, presenters, or duration changes.
- Ensure delivery standards are met and Checklist 2 items are submitted to the TCEQ for review.

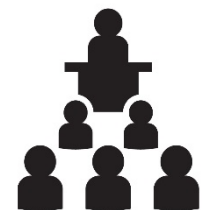


Training Delivery Methods

TCEQ

Association Meeting Training (Checklist 3)

Training sessions conducted at regular and special meetings of industry-related associations.

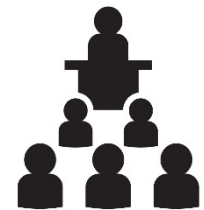


Training Requirements

TCEQ

Association Meeting Training (Need to Know)

- Training credit is approved for the actual content time of the training.
- Must not be held in a place of business of a product manufacturer, distributor or service provider.
- Training must be presented by SMEs.
- Ensure delivery standards are met and Checklist 3 items are submitted to the TCEQ for review.



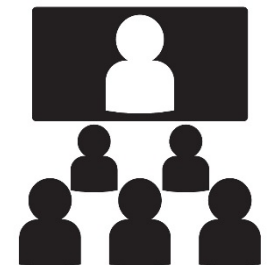
Training Delivery Methods

TCEQ

Distance Training Checklist 4 (Define)

Distance training occurs when the learner is separated by place and/or time from instructors or other learning resources.

May not be substituted for actual hands-on training that is needed to teach required manual skills.



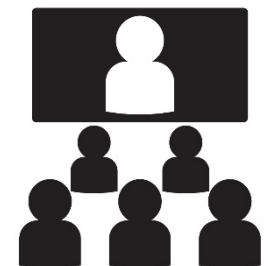
Training Delivery Methods

TCEQ

Distance Learning (Who can provide?)

Distance learning may only be submitted for approval by:

- Governmental authorities;
- Industry-related associations;
- Colleges listed by accrediting agencies that are recognized by the U.S Department of Education; or
- Individuals or organizations that demonstrate comparable subject matter expertise and knowledge.



Training Requirements

TCEQ

Distance Learning (Need to Know) Checklist 4

- Must provide students access to SMEs within 1 business day.
- **Must notify students-** training repeated within the same renewal period will not receive training credit.
- Must maintain procedures to protect student identity if using the internet.
- Ensure delivery standards are met and Checklist 4 items are submitted to the TCEQ for review.
- If the training is also technology based Checklist 5 items are **also** required.



Training Requirements

TCEQ

Correspondence Training (Need to Know)

Can either be paper-based conducted through the postal system, electronic-based conducted through a web-site, or a combination of the two.

- Make a text or training manual available to students.
- Provide acceptable procedures for participant identity verification.
- Ensure delivery standards are met and Checklist 4 items are submitted to the TCEQ for review.



Training Delivery Methods

TCEQ

Technology-Based Training (Define)

Includes training offered through computer equipment or through a website (also known as *online training* or *e-learning*).



Training Requirements

TCEQ

Technology-Based Training (Need to Know)

- Shall provide access to TCEQ if training is provided via the internet.
- Track student time and progress.
- Utilize participant identity verification procedures.
- Utilize secure online transactions.
- Include an audit trail capable for verifying student completion of each module and total time for course.



Technology-based Training

TCEQ

New Developments

- TCEQ encourages & works with training providers on innovative technology to meet standards
- Benefits to licensees: no travel costs!
- Examples of recent approvals for governmental entities and industry-related trade associations:
 - Live presentation via personal computer with presentations/manuals included.
 - Self-paced online with downloadable manual
 - Webinars-see next topic.



Training Delivery Methods

TCEQ

Webinar Training (Define)

- Interactive training **delivered live** via the internet where the learner is separated by place from the learning source.
- Combination of conference and distance training.
- It is **NOT** self-paced training like distance learning.
- Webinar training are **only** eligible to earn continuing education credit hours for license *renewals*.



Webinar: Who Can Provide

TCEQ

Webinar Training (Who can provide?)

May only be submitted for approval by:

- Governmental entities or their designated entities;
- Industry-related associations; or
- Colleges listed by accrediting agencies that are recognized by the US Department of Education.



Webinar Requirements

TCEQ

Webinar Training (Need to Know)

- Can only be used as training for renewal of a license
- Utilize student identification verification.
- The same webinar training may not be repeated within the renewal period for training credit.
- Materials must be provided prior to training.
- Must monitor for comprehension.
- Must verify participation & successful completion.



Wrap Up



- RG 373: the resource to answer common questions.
- TCEQ's website has additional resources.
- Provide sufficient time before event for TCEQ review
- Respond timely to requests for more information.
- TCEQ is here to assist with the approval process.

Contact

TCEQ

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