



Policy and Procedures for the Training Approval Process:

The following information applies to those trainings that are unique in content and are not automatically approved:

Trainings That Require Approval (This includes organizations that are not approved):

- **Training Approval Process**
 - Trainer/Sponsor submit training approval request 30 days prior to event
 - ELC is notified if it is a public event before approval to confirm that there is not a conflict in day or time.
 - Approval Process
 - Confirmation email sent to ELC and Trainer/Sponsor if it was approved or denied.
 - **(PUBLIC EVENTS ONLY)** It will be placed on the calendar by ECTC Staff-(If event is at the end of the month and turned in late the training is subject not to be placed on the state calendar.)

- **Renewal Trainings (Jenè Chapman)**
 - Trainer/Sponsor submit a formal email 30 days with:
 - Name of Training
 - Date of Training
 - Location and Address of Training
 - Time of Training (Start and End Time)
 - Clock Hours of Training
 - Trainer's Name
 - Public or Private

 - ELC is notified if it is a public event.
 - Event Renewal Request processed.
 - Confirmation email sent to ELC and Trainer/Sponsor.
 - It will be placed on the calendar by ECTC staff if it is a public event.

After Training:

Submit your Paperwork

- Paperwork (Please see list below for description)
 - Sign-In Sheets
 - One Sample Certificate

For questions please contact Jene' Chapman, 402-557-6882.