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.

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