

WEBINAR TRAINING APPROVAL PROCESS

I reviewed the _____ webinar training info that you emailed me. So that you & your operators can earn training credits for these webinars, we will do the following:

1. After the webinar training is complete, please email to: uocp.certification@state.nm.us the completed Excel spreadsheet list of attendees w/ their New Mexico operator IDs and hours attended for each participant. Please follow the instructions for filling and submitting the Excel sheet.
2. By emailing the confirmation email, you are certifying & attesting that the list of operators attached actually attended the webinar. Pursuant to Utility Operator Certification Act, NMSA 1978 Sec. 61-33-7, falsification of any training verification information could result in suspension or revocation of your certification and the certifications of those listed as attending the training.
3. The webinar training event does need to be pre-approved. Please refer to "Award Training Credits list" and "Required-info-TC-Class" for instructions for pre-approval. Remember, if after the webinar, you & your staff discuss what was presented in the webinar the discussion time will also count toward training credits.
4. A copy of the sign-in sheet or certificate of completion with the title, duration, date/s attended and the organization's name providing the presentation must be sent to the attendees for their records and retained by the Training Provider.
5. Training credits will be assigned according to the following table:

Credit for Training Hours

Class Contact Hours	TCs Assigned
1-23 minutes	0
24-49 minutes	0.5
50-83 minutes	1.0
84-109 minutes	1.5
110-143 minutes	2.0
144-169 minutes	2.5
170-203 minutes	3.0

Online trainings have a disadvantage over in-person trainings for the verification of participant engagement and/or attendance on the communication device, (computer, phone, tablet, etc.). Verification of attendance mechanisms must be implemented in the training for the on-line training to be approved for Training Credits. One or more of the following methods can be utilized; occasional role-calls, (30 minute maximum intervals), interactive questions/pop quizzes with all of the attendees on an individual basis, inactivity timers that are built into the presentation or internet connectivity timers that log sign-in/sign-out on a permanent attendance list. Other alternative means of attendance verification can be discussed and reviewed on a case-by-case basis. If your intended attendance verification is not previously listed please contact; Nile Carver, nile.carver@state.nm.us or by phone (505) 372-8172.