SAP 99.99.99.99-2 TEEX Course Numbering Scheme

Approved: September 1, 2006
Revised: January 19, 2022
Next Scheduled Review: January 19, 2027

Summary
To provide procedures for the standardized course numbering system for all TEEX training deliveries and technical assistance activities.

Definitions

Course - Refers to a single unit under either the technical assistance or training designation.

Student Management System (SMS) - TEEX systems used for the entry and storage of participant and course information (e.g. Course Class Maintenance [CCM] and TEEXApps).

Technical Assistance (TA) - A service that TEEX delivers in which technical knowledge and/or skills are provided primarily to external customers through a broad range of service-related activities. Technical assistance activities often support a customer’s development need or solves a customer’s problem to promote increased capacity, efficiency, productivity, safety, security, and/or value for the customer. Technical assistance is often one-on-one consultation or group facilitation.

Training (TR) - A well-defined, repeatable unit of instruction which consists of terminal and enabling objectives, an evaluation/assessment strategy, and published course. Training is the primary service provided by TEEX to customers.

Requirements

1. Course Number Format
   1.1. A TEEX course number consists of a unique ten-character alpha-numeric sequence that includes the following:
      1.1.1. Two-character service type (TR or TA).
      1.1.1.1. Divisions should assign in accordance with the SAP TEEX Delivery Types as Metrics for Agency Mission (pending at time of this SAP publication).
      1.1.2. Two-character division code.
      1.1.3. Three-character program identifier.
      1.1.3.1. Designated by the division and is typically an abbreviation of the program name. (Appendix A for list of program identifiers)
1.1.3.2. Divisions should review existing program identifiers before requesting a new one. It is recommended that a program identifier be established for a multi-use series such as a suite of offerings and not for a single event such as a conference.

1.1.3.3. New program identifiers must be sent to, and approved by, the Assistant Agency Director for Strategic and Education Services (SES) or designee. The approval process includes a review of existing program identifiers to ensure there is no redundancy or duplication across programs or divisions.

1.1.3.4. Upon program identifier approval, the Assistant Agency Director for SES notifies the SMS Administrator and Network Information System (NIS) who adds it to the SMS systems and assigns it to the applicable division(s).

1.1.4. Three-character course identifier as designated by the division. The course identifier can include a combination of alpha-numeric characters and should be sequenced in such a way that offerings within the program are grouped logically.

1.2. Divisions should have a primary point of contact, or contacts, for course number assignment to ensure consistency with grouping and sequencing.

Example:

<table>
<thead>
<tr>
<th>Service Type (2 characters)</th>
<th>Division Code (2 characters)</th>
<th>Program Identifier (3 characters)</th>
<th>Course Identifier (3 characters)</th>
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<tbody>
<tr>
<td>TR</td>
<td>FP</td>
<td>FOP</td>
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2. New Training Courses

2.1. All newly developed TEEX courses, whether developed internally or purchased from a third-party entity, are assigned a TEEX course number following the requirements listed in 1. Course Number Format.

3. Revised Training Courses

3.1. When the content of a training course is revised, division personnel in consultation with the accreditation manager will determine if the existing course number will be reused or if the existing course number will be inactivated and a new course number established.

3.1.1. Items to be considered include changes in course hours or title, changes to objectives, IACET continuing education units approved, changes to continuing education and professional credits, and/or credentialing entities for the course.

4. Inactive Courses

4.1. Course numbers that have not been utilized to deliver training or technical assistance after five years will be marked inactive in CCM/TEEXApps.

4.2. The SES department will run annual reports to identify courses that have not been used in the previous five years and mark them as inactive.

4.3. Course numbers can be reactivated by the division should the need to use the number again arise.
5. **Alternate Course Code**

5.1. An alternate course code field in CCM may be used to designate additional course number information such as OSHA, TCOLE, etc.

6. **Course Numbering for agency contracts**

6.1. In instances when a numbering scheme is designated for specific agency contracts, once established, the numbering scheme should be utilized by all divisions to create continuity in reporting and finances (e.g., NERRTC).

**Quality Assurance Measures**

1. The division course numbering point of contact (as designated in 1.2) is responsible for ensuring that all course numbers are properly designated as TR or TA in accordance with SAP ## TEEX Delivery Types as Metrics for Agency Mission <pending> as well as ensuring numbers are created in accordance with this SAP.

2. The TEEX accreditation manager is responsible for designating courses as vocational or avocational, as well as designating the course subject area in support of accreditation requirements. S/he will contact the division course numbering point of contact if courses are identified as not complying with the correct course numbering scheme.

**Related Statutes, Policies, or Requirements**

SAP ## TEEX Delivery Types as Metrics for Agency Mission <pending>

**Appendix A**

List of Program Identifiers (as of October 2021)

**Office of Responsibility**

Strategic and Education Services

979-209-0921
## Appendix A: List of Program Identifiers

Current as of October 2021

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<th>Program Identifier Abbreviation</th>
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