



SAP 99.99.99.99-2 Course Numbering Scheme

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Next Scheduled Review: January 19, 2027

Summary

To provide procedures for the standardized course numbering system for all TEEEX 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) - TEEEX systems used for the entry and storage of participant and course information (e.g. Course Class Maintenance [CCM] and TEEEXApps).

Technical Assistance (TA) - A service that TEEEX 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 TEEEX to customers.

Requirements

1. Course Number Format

- 1.1. A TEEEX 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 TEEEX 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:

Service Type <i>(2 characters)</i>	Division Code <i>(2 characters)</i>	Program Identifier <i>(3 characters)</i>	Course Identifier <i>(3 characters)</i>
TR	FP	FOP	100

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 ## TEEK Delivery Types as Metrics for Agency Mission <pending>* as well as ensuring numbers are created in accordance with this SAP.
2. The TEEK 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 ## TEEK 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

Program Identifier Abbreviation	Program Identifier Full Name	Division
9G5	Enhanced Operations in Contaminated Environment (FEMA)	ESTI
9G6	National US&R Response System (FEMA)	ESTI
9P1	Technical Search Specialist (FEMA)	ESTI
9P2	Structural Collapse Specialist (FEMA)	ESTI
9P3	Medical Team Specialist (FEMA)	ESTI
9P4	Logistics Specialist (FEMA)	ESTI
9P5	HazMat Specialist (FEMA)	ESTI
9P6	Planning Team Training (FEMA)	ESTI
9P7	Task Force Leader (FEMA)	ESTI
9P9	Incident Support Team (FEMA)	ESTI
ABF	Ag Building Usage	ILEPSE
ADI	Alcohol and Drug Impairment	ILEPSE
AIR	Accident Investigation and Reconstruction	ILEPSE
AMS	Advance Manufacturing Skills	BCS
ARE	Area Schools	ESTI
ARF	Airport Rescue Fire Program	ESTI
ASP	Annual Schools Program	ESTI
AWR	Awareness level (NERRTC)	BCS, ITSI, ESTI, ILEPSE, NERRTC
BCS	Business and Community Solutions	BCS
BSR	Biannual Strategy Implementation Report	NERRTC
CCE	Curriculum, Certification, Evaluation Program	ESTI
CEF	Continuing Education Fire	ESTI
CEL	Tower Technician Program	ITSI
COD	Code Enforcement Program	ITSI
CYB	Cybersecurity	BCS
D2R	Defense to Response	Admin
DEM	Dept of Emergency Mgmt	ESTI
DEP	Task Force Deployment	US&R
DMP	Disaster Management Preparedness	ITSI
DOD	Dept of Defense Program	ESTI
DOP	Driver / Operator Pumper	ESTI
DOT	Tx Dot Program	ITSI
DRF	Demo Range Usage	ILEPSE
DTF	Drive Track Usage	ILEPSE
EDO	Education Outreach Office	Admin
EDP	Economic Development Program	BCS
EMI	Emergency Management Institute	ESTI
EMS	Emergency Medical Services	ESTI

Program Identifier Abbreviation	Program Identifier Full Name	Division
ENG	Engineering Program	ITSI
ENV	Environmental Program	ITSI
EOT	Explosive and Ordnance Training	ILEPSE
EPP	Electrical Power Program	ITSI
ERP	Emergency Planning Schools	BCS
ETU	Ebola Treatment Unit	ESTI
FIV	Forensic and Investigative Sciences	ILEPSE
FOP	Fire Officer Program	ESTI
FPE	Plans Examiner Program	ESTI
FRF	Firearms Range Usage	ILEPSE
FSA	Forensic Science Academy	ILEPSE
HAZ	HazMat Program	ESTI
HEP	Heavy Equipment Program	ITSI
HIL	High Impact Leaders	ITSI
HRX	Hurricane Exercise	NERRTC
HSC	Homeland Security Conference	NERRTC
HSS	Homeland Security Strategy	NERRTC
HWS	Highway Safety Program	ITSI
ICS	Incident Command System	ESTI
IEP	Industrial Electronics Program	BCS
IEP	International Level Emergency Planning	NERRTC
IMS	Incident Management System	ESTI
IND	Industrial Fire Program	ESTI
INP	Fire Inspector	ESTI
INS	Fire Instructor	ESTI
INV	Fire Investigator	ESTI
ISP	Initial Strategy Implementation Plan	NERRTC
JUR	Training Workshop	NERRTC
K12	K-12 Education Outreach	Admin
KEC	Knowledge Engineering Center	BCS
L2D	L2 Defense	Admin
LDR	Leadership Development Program	ESTI
LEP	Local Level Emergency Planning	NERRTC
LET	Law Enforcement Training	ILEPSE
LNG	Liquified Natural Gas	ESTI
LSE	Life Safety Educator	ESTI
MAC	TX MACC	NERRTC
MAP	Manufacturing Assistance Program	BCS
MAR	Marine Program	ESTI
MGT	Management level (NERRTC)	BCS, ITSI, ESTI, ILEPSE, NERRTC
MSP	Motorcycle Safety Program	ILEPSE
NEP	National Level Emergency Planning	NERRTC

Program Identifier Abbreviation	Program Identifier Full Name	Division
NFA	National Fire Academy	ESTI
NLD	National Labs Division	ESTI, ITSI, ILEPSE
NSA	National Sheriff's Association	ILEPSE
OGT	Office of Grants and Training (NERRTC)	BCS, ITSI, ESTI, ILEPSE, NERRTC
OIL	Oil Spill	ESTI
ORA	Online Recruit Academy	ESTI
ORT	Online Recruit Training (PennWell)	ESTI
OSH	OSHA Programs	ITSI
PDC	Product Development Center	BCS, ESTI
PEP	Private Sector Emergency Planning	NERRTC
PER	Performance level (NERRTC)	BCS, ESTI, ITSI, ILEPSE, NERRTC
PHF	Prop House Usage	ILEPSE
PHS	Public Health	NERRTC
PPT	Pupil Public Transportation	ITSI
PRE	Preparedness Program	ESTI
PRT	Professional and Regulatory Training	ITSI
PST	Physical Security Assessment Training	ILEPSE
PTA	Preparedness Tech Assistance	NERRTC
PWR	Public Works Response	ITSI
RCP	Regional Catastrophic Planning	NERRTC
REL	RELLIS	Admin
REP	Regional Level Planning	NERRTC
RES	Rescue Program	ESTI, US&R
RFT	Recruit Fire Training (Traditional Academy)	ESTI
ROL	Rescue Online	ESTI
RRF	Rifle Range Usage	ILEPSE
RRP	Texas Regional Response Program	NERRTC
RTF	Regional Response Task Force Workshop	NERRTC
SAF	Safety (OSHA programs)	ITSI
SAP	Security and Protection	ILEPSE
SAV	SAVER Focus Group	US&R
SCP	Semiconductor Program	BCS
SDF	Skills Development Fund	BCS
SEP	State Level Emergency Planning	NERRTC
SHF	Shoot House Usage	ILEPSE
SHS	DSHS	NERRTC
SSS	School Safety and Security	ILEPSE
TAA	Traffic Accident Avoidance	ILEPSE
TAD	Technical Assistance Delivery	ESTI
TAP	Highway Construction and Maintenance	ITSI
TEL	Telecommunicator	ESTI

Program Identifier Abbreviation	Program Identifier Full Name	Division
TNG	Heavy / Advanced Rescue Program	ESTI, US&R
TPA	Basic Peace Officer Academy	ILEPSE
TRE	Texas Regional Exercise	NERRTC
TRG	Training	BCS
TTF	Texas Task Force	Task Force
TTP	Telecom	ITSI
TTT	Train the Trainer	BCS
TTX	Tabletop Exercise	NERRTC
TXT	TX-TF 10th Anniversary	US&R
UAS	Unmanned Aerial Systems	ITSI
UGF	UXO Grid Usage	ILEPSE
UNF	Under Fire	BCS
UXO	Unexploded Ordnance	ILEPSE
WBF	Wiatt Building Usage	ILEPSE
WBT	Web Based Training	BCS
WEK	Weekend Schools	ESTI
WFD	Workforce Development	Admin
WWW	Water / Wastewater	ITSI
XFD	Extension Fire Department	ESTI
XTN	Extension Programs	ESTI