



The Texas A&M University System
The Texas A&M Engineering Extension Service

Standard Administrative Procedure (SAP)

SAP 11.99.99.N0.03 - Participant Registration

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Summary

This document provides the guidelines for registering participants into Texas A&M Engineering Extension Service (TEEX) classes.

Definitions

American with Disabilities Act (ADA) – A federal civil rights law that prohibits the discrimination against individuals with disabilities.

Avocational course — A course designed for compliance with a regulation or standard, professional development, or enhancement.

Course completion requirements – Requirement(s) needed for successful class completion of an enrolled participant (e.g., physical requirements, course attire, technical requirements for online courses).

Course recommendations – Recommended knowledge, skills, abilities, and/or equipment a participant should have prior to taking the course.

Certification requirement – The requirement necessary for the issuance of a certification or license for participant's successful completion of a class (e.g., prerequisites for National Board on Fire Service Professional Qualifications (Pro Board) certification or to take state licensing exams).

eToken – A form of payment for eLearning courses that allows participants to use a pre-paid payment code rather than a credit card number.

Minor – A person under 18 years of age; the age of majority may vary in other states or countries.

Prerequisite – A requirement necessary for a participant to attend a class such as prior knowledge (e.g., another course), education level (e.g., college degree), employment status (e.g., a state license per legislation or rule) or physical condition (e.g., medical clearance from physician). This is an auditable requirement.

TEEXApps – An online employee portal developed by TEEEX that houses applications for participant records, course delivery records, and employee applications for managing time/effort and professional development.

Vocational course –A course designed to prepare participants for gainful employment in a recognized occupation.

Walk in – A participant that attends a course without prior registration. This can occur in open enrollment classes that do not require pre-registration.

1. Class Requirements, Conditions, and/or Recommendations

1.1 Class Prerequisites

1.1.1 General

- 1.1.1.1 Course prerequisites are communicated to participants, at a minimum, through the website course description, TEEEX developed curriculum, and vocational course catalog. Prerequisite language on course descriptions should be formatted in accordance with the [Course Description Guidelines](#) document.
- 1.1.1.2 Participants must provide proof of prerequisite prior to, or on the first day of attendance in a class, in accordance with instructions on course description.
- 1.1.1.3 All prerequisite documentation is reviewed by the training program prior to the first day of class, when possible, and stored with the course delivery documents.
 - 1.1.1.3.1 If the participant’s documentation is approved, they will be notified and their registration will be considered complete for the class.
 - 1.1.1.3.2 If the participant’s documentation is not approved, they will be notified and provided an explanation for the denial. The participant could be given the opportunity to provide additional documentation. If the participant does not have the required prerequisite and has already paid, a refund may be issued in accordance with TEEEX Standard Administrative Procedure (SAP) 26.01.99.N0.01 *Participant Refunds*.
- 1.1.1.4 A participant registering as a “walk in” is required to provide proof of prerequisites by the end of the first day of class, or sooner, if necessary for safety. Participants that cannot produce required prerequisites are removed from the class or transferred to a future class when possible.
- 1.1.1.5 When participant prerequisites are verified by a third party (e.g., a course Point of Contact [POC]), the following must be completed:
 - 1.1.1.5.1 The POC collects the participant proof of prerequisites.
 - 1.1.1.5.2 The POC provides a completed *Course Prerequisite Verification Form (TEEX Form SES-40)* that affirms verification of participant prerequisites.
 - 1.1.1.5.3 The TEEEX training program must ensure the *Course Prerequisite Verification Form* is signed and stored in the course delivery folder along with copies of participant prerequisites.

1.1.2 Minimum Age Requirements

- 1.1.2.1 Courses with a minimum age requirement must state the age requirement on the TEEEX website course description as a prerequisite, with instructions to the participant to bring their photo Identification (ID) to class for verification.
- 1.1.2.2 TEEEX staff reserves the right to verify photo IDs of all participants and can remove minor participants, should the minimum age requirement to attend class not be met.
- 1.1.2.3 Courses designed for minors, such as summer camps, must follow State laws and all requirements outlined in TEEEX Rule 24.01.06.N1- *Programs for Minors*.
- 1.1.2.4 Courses that are not specifically designed for minors but do allow for the enrollment of minors must meet the following requirements:
 - 1.1.2.4.1 The participant's guardian must complete the *TEEX Consent of Medical Treatment of a Minor* (TEEX Form SES-41) and submit it prior to the class start date or the first day the minor reports to class.
 - 1.1.2.4.2 Completed forms should be retained with the class delivery records.
 - 1.1.2.4.3 Should a minor "walk in" to a class without preregistration, the instructor must work with the participant to have their guardian complete the *TEEX Consent of Medical Treatment of a Minor* (TEEX Form SES-41) prior to allowing them to attend the course.
 - 1.1.2.4.4 Should the signed form not be collected at the start of the class, the participant cannot be allowed to attend the class.

1.1.3 High School Diploma or General Educational Development (GED)

- 1.1.3.1 TEEEX courses that require a high school diploma or GED will require participants to submit documentation of completion. Approved documentation includes a copy of a high school diploma, an official high school transcript, written certification for home schooled participants, an official college transcript, or a college diploma.
- 1.1.3.2 A *Participant Attestation of High School Graduation* (TEEX Form SES-42) is completed by the participant and verified by the training program for participants that are unable to provide the documentation listed in 1.1.3.1.. The attestation may be provided as proof of high school graduation only on a limited, exceptional basis, such as when the participant's high school has closed or extreme circumstances prevent access to a transcript. In these cases, there must be documented evidence that TEEEX made all reasonable efforts to obtain documented proof of high school graduation and written documentation to substantiate the extraordinary circumstances that warranted the use of a *Participant Attestation of High School Graduation*.

1.2 Course Completion Requirements

- 1.2.1 Course completion requirements are listed, at a minimum, on the TEEEX website course description, in the vocational course catalog, and in the TEEEX developed curriculum.

- 1.2.2 Participants that “walk in” to register for a class and do not have the necessary completion requirements (e.g., camera, bunker gear) may be transferred to a future delivery, if the program is unable to readily procure the items and/or the program is unable to make accommodations.

1.3 Course Recommendations

- 1.3.1 Course recommendations are listed, at a minimum, on the TEEEX website course description, in the vocational course catalog, and in the TEEEX developed curriculum.
- 1.3.2 Course recommendations are provided to the participant as information only; TEEEX is not required to retain documentation.

1.4 Course Certification/Licensing Requirements

- 1.4.1 Course certification or licensing requirements are listed, at a minimum, on the TEEEX website course description, in the vocational course catalog, and in the TEEEX developed curriculum.
- 1.4.2 Certification requirements do not prevent enrollment in a class but could prevent a participant from being eligible for certification or licensing opportunities should they not meet the requirements.
- 1.4.3 Certification requirements must be provided by the participant and approved by TEEEX within the timeline found on the TEEEX website course description.

1.5 Vocational Courses Considerations

- 1.5.1 TEEEX will charge a \$75 non-refundable application fee to participants who apply to attend a vocational course.
- 1.5.2 Participants and a representative from the TEEEX vocational training program will sign an enrollment agreement at the time of application to a TEEEX vocational program.
- 1.5.3 Participants that transfer to another delivery of the vocational course will be charged the \$75 non-refundable application fee and must complete another enrollment agreement for the new course date.

2. Export Controlled Courses

- 2.1 Some TEEEX courses may contain controlled information or material. If a course is controlled, participants will be screened in accordance with the export control requirements per TEEEX SAP 15.02.99.N1.01 *Export Management and Compliance Program*.

3. International Participants

3.1 General

- 3.1.1 TEEEX will follow Department of Homeland Security (DHS) and Texas A&M University System (TAMUS) requirements when enrolling international participants.

3.2 DHS Courses through the National Emergency Response and Recovery Training Center (NERRTC)

- 3.2.1 International participants must be approved prior to attending face-to-face NERRTC course deliveries; online courses do not require international participant approval. The TEEX NERRTC division will designate personnel to work with the U.S. State Department to approve international participants a minimum of 30 days prior to course start date.
- 3.2.2 Training program representatives within divisions provide the contact information for international participants that register online to the NERRTC designated point of contact for approval.
- 3.2.3 International participants that “walk in” to register for a class without DHS approval are to be removed from the class and referred to the NERRTC contact to discuss the approval process for a future delivery.
- 3.2.4 Participants with the status of legal permanent residence are eligible to attend NERRTC courses without prior approval.

3.3 Vocational Courses (I-20M-Eligible)

- 3.3.1 The TEEX International Services Department maintains the certification for vocational courses eligible for the issuance of an I-20M form to prospective participants.
- 3.3.2 International participants applying to attend a vocational course must be referred to the International Services Department for processing. Vocational courses that are not approved through the DHS I-17 form cannot enroll international participants.

3.4 Avocational Courses

- 3.4.1 International participants wishing to attend TEEX training in the United States (excluding vocational and NERRTC courses) should consult with their local U.S. Consulate or Embassy to determine which visa category might be appropriate for their purpose of travel to the United States.
- 3.4.2 International participants attending a course under a contract through an American company are screened by and travel documentation is coordinated through the company with the Department of State.
- 3.4.3 International participants are provided enrollment confirmation generated by TEEXApps to show enrollment in a TEEX course. Participants requiring a letter of invitation, in addition to the enrollment confirmation, should contact the International Services Department who will coordinate with the Export Control Coordinator to screen participants, and with the Program to issue the letter.
- 3.4.4 International participants that “walk in” to register for a class, are permitted to attend, unless the course is vocational and I-20M-eligible or delivered through NERRTC.
- 3.4.5 TEEX personnel should refer participants to the International Services Department for current information about traveling to the United States for TEEX courses.

4. Disability Related Accommodations

4.1 General

- 4.1.1 Participants requesting accommodations must follow the requirements established in the TEEX SAP 08.01.02.N0.01 *Accommodation Requests under the American Disability Act and other applicable state and federal laws.*

5. Veterans Affairs (VA) Benefits

- 5.1 Participants that register for a course approved for VA benefits must communicate to the training program that they are requesting to use VA funding. The training program notifies the Veterans Services Department. Once the Veterans Services Department confirms the eligibility of the participant, the enrollment process for the participant can be completed.
- 5.2 The TEEX Veterans Services Department assists veterans through the approval process to receive VA benefits. This process must be completed 30 business days or more prior to the class start date. If funding is not available 30 business days before the first day of the class, the participant must be moved to a future class delivery.
- 5.3 The training program must notify the Veterans Services Department when enrollment is complete. The Veterans Services Department will then submit enrollment information to VA for payment.
- 5.4 Changes in enrollment status (e.g., transfer, cancel, no show) for participants using VA funding must be reported to Veterans Services Department as soon as the change occurs to ensure timely filing to meet the VA's deadline. Lack of reporting in a timely manner could result in loss of funds for TEEX.

6. Course Registration

6.1 General

- 6.1.1 All participants in a TEEX class must complete the registration process, to include paying for tuition or providing a PO guaranteeing payment and submitting any required documentation, and have their enrollment documented in TEEXApps.
- 6.1.2 Participants register for a TEEX class through the TEEX Student Portal, paper registration forms, or are registered by TEEX personnel on or before the participant's first day of class. This does not require entering into TEEXApps prior to or on the first day of class attendance; form collection is considered registration.
- 6.1.3 Participants registering for a class delivered online must self-register through the TEEX Student Portal; registration may not be completed by someone else. Participants must attest that they are the named individual completing the online class.
- 6.1.4 TEEX personnel may enter participants into TEEXApps from reports or spreadsheets (e.g., conferences, events) as long as the report or spreadsheet includes all required fields for TEEXApps:
 - First name
 - Last name
 - Date of birth

- Street address
- City/State/Zip
- Phone number
- Email address
- Affiliation.

6.1.5 If a participant will be enrolling in a TEEX course as part of a contract (e.g., Memorandum of Association [MOA]), the contract should include any registration conditions or requirements for participants, such as prerequisites or physical fitness.

6.2 Group Registration

- 6.2.1 TEEX allows for online and paper registration of participants by another individual (such as a company training coordinator) for face-to-face courses.
- 6.2.2 TEEX does not allow another individual to register participants for online classes; however, the individual can purchase eToken codes for online classes that participants use for payment.
- 6.2.3 The individual registering participants is responsible for ensuring prerequisites are provided for all participants, as well as ensuring course completion requirements are met.

7. Course Payment

7.1 Credit or Debit Card/Electronic Filing Depository (EFD)/eCheck

- 7.1.1 Participants may pay with credit or debit cards, EFDs, and/or eChecks when registering through the TEEX Student Portal in accordance with TEEX SAP 21.01.02.N0.03 *Credit Card Processing*.
- 7.1.2 If participants pay with credit or debit cards during onsite registration, the class instructor must contact the division cashier to process the credit card payment, unless the participant is able to register and pay using the online registration system.

7.2 Check and eCheck

- 7.2.1 Participants registering online and paying with a check must use eCheck. If they cannot use an eCheck, they must complete a registration form and mail the registration form and check to TEEX Financial Services prior to the class start date.
- 7.2.2 If a participant pays with a check during an onsite registration, the class instructor must mail the check the evening of the first day of class, via trackable shipping method, to TEEX Financial Service for processing.

7.3 Payment Plans

- 7.3.1 Full payment is due by the start of the first day of class.

- 7.3.2 Training programs may work with participants to accept payment installments. The last installment must be paid prior to the start of the first day of class.

7.4 Third-Party Education Loans

- 7.4.1 Participants paying with a third-party education loan must follow the requirements established in TEEEX SAP 99.99.99.N0.04 *Third Party Education Loans*.

7.5 eTokens

- 7.5.1 Participants are able to use eTokens to pay for online courses by entering the applicable eToken number at time of registration.

7.6 Purchase Order (PO)

- 7.6.1 Participants registering online:

- 7.6.1.1 Participants paying via PO using the online registration system, must select the affirmation box, signifying that they understand any terms or conditions (contract language) outlined in their PO will not be upheld by TEEEX.

- 7.6.1.2 Participants must then submit PO paperwork to TEEEX within 48 hours, or their seat in the class will be released, unless other prior arrangements have been made between TEEEX and the participant.

- 7.6.2 Participants not registering online:

- 7.6.2.1 Purchase order payments are to be reviewed initially by Customer Services Representatives (CSR).

- 7.6.2.1.1 If the PO is a payment mechanism only (i.e., basic information about payment only), the CSR is able to accept the PO and complete the registration process.

- 7.6.2.1.2 If the PO is a contract (includes terms and conditions in addition to the payment details) or states that by TEEEX taking this payment, we are agreeing to their terms, the PO must be routed to TEEEX Contracting Services for approval.

- 7.6.2.1.3 TEEEX can hold a spot in the class for the participant, but the registration processes cannot be completed until the PO is vetted and approved.

8. Quality Assurance Measures

- 8.1 All required class documents (e.g., prerequisites, medical releases) are maintained with delivery records in accordance with the TEEEX SAP 21.99.99.99.1 *Delivery Records Procedures*.
- 8.2 The Strategic and Education Services (SES) Department will verify required documentation is being collected and stored during the monitoring process as specified in the TEEEX SAP 21.99.99.99.1 *Delivery Records Procedures*.

8.3 Course descriptions will be reviewed and updated in accordance with the *Course Description Guidelines* document by the division website administrator.

Related Statutes, Policies, or Requirements

System Regulation 08.01.02 *Civil Rights Protections for Individuals with Disabilities*

TEEX SAP 21.01.02.N0.03 *Credit Card Processing*

TEEX SAP 21.01.04.N0.01 *Extension of Credit*

TEEX SAP 21.99.99.99.1 *Delivery Records Procedures*

TEEX SAP 99.99.99.N0.04 *Third Party Education Loan*

TEEX SAP 15.02.99.N1.01 *Export Management and Compliance Program*

ACCET Reference: Standard VII.B.1-5, Document 23

Related Forms and Guides

Course Description Guidelines

Course Prerequisite Verification Form (TEEX Form SES-40)

TEEX Consent of Medical Treatment of a Minor (TEEX Form SES-41)

Participant Attestation of High School Graduation (TEEX Form SES-42)

TEEX Accommodation Request Form (TEEX Form SES-43)

Office of Responsibility

Strategic & Education Services - Student Services

(979) 458-6919