



POLICY AND PROCEDURE STATEMENT

TRG – 1.1.0 Curriculum Review and Approval

Purpose: This policy and procedure provides guidance on the procedures to ensure continuity of training and account for incremental improvements in the approved training curriculum offered by the Board of Tests. Procedures for annual review and approval of the curriculum are included. This policy and procedure applies to all training products offered by the Board of Tests, whether as classroom training, online training, or written materials for the purpose of training.

Effective Date: September 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 10-3-3(6), 40 O.A.C. 10-3-6(e)(2)

Related Forms: None

Approved By: Kevin Behrens

1. Curriculum Review: Review of the current curriculum for any training provided by the Board of Tests will occur between September 1 – December 1 each year.
 - a. Initial review will be conducted by the Instructor and include review of:
 - i. Visual aids,
 - ii. Handouts,
 - iii. Tests,
 1. Classroom final examination
 2. Online precertification tests
 3. Online recertification tests
 - iv. Review materials,
 1. Classroom materials
 2. Online materials
 - v. Practical exercises.
 - b. During the review process, the Instructor should take into account developments in:
 - i. Technology,
 - ii. Research (Either direct research by the Board, or published papers),
 - iii. Established best practices from other jurisdictions,
 - iv. Legislation,
 - v. Case law,
 - vi. Manufacturer’s recommendations,
 - vii. Direct experience gained from teaching the curriculum,
 - viii. Positions of relevant scientific or technical professional organizations.
2. Curriculum Approval: Upon completion of the curriculum review by the Instructor, any proposed curriculum updates will be forwarded to the Director for review. The Director may schedule one or more meetings with the Instructor, other BOT employees, or any other stake-

holder, to obtain additional information or consider alternatives. Approval, rejection, or amendment of the proposed updates is at the discretion of the Director.

3. Record Keeping: The records to be retained in relation to curriculum approval and review include at least the following:
 - a. The proposed updates submitted to the Director;
 - b. Interim amendments to initially proposed updates;
 - c. Finally approved curriculum;
 - d. Letter of approval signed by the Director.

END OF POLICY AND PROCEDURE STATEMENT