	POLICY AND PROCEDURE STATEMENT TRG – 1.2.0 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Effective Date: February 17, 2017	Superseded Policy: TRG 1.1.0
References: 47 O.S. §759, 40 O.A.C. 10-3-3(6), 40 O.A.C. 10-3-6(e)(2)	
Related Forms: TRG 1.0	
Approved By: Kevin Behrens	

1. Curriculum Review: Review of the current curriculum for any training provided by the Board of Tests will occur every three years or as amendments arise. The Training Program Administrator shall be responsible for ensuring the curriculum review occurs as scheduled.
    a. Initial review will be conducted by the Training Program Administrator and include review of, as applicable:
        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 Training Program Administrator 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 Training Program Administrator, any proposed curriculum updates will be forwarded to the Director for review. The Director may schedule one or more meetings with the Training Program Administrator, 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.
   a. New curriculum: The party requesting approval of a new program of instruction shall complete BOT Form TRG 1.0 and submit it along with all lesson plans, presentations, exercises, tests, and any other documentation to the Training Program Administrator who will initiate the review and approval process in accordance with this policy and procedure statement.
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