



<b>Policy TITLE:</b>	<b>Training Courses</b>
<b>Policy NO.:</b>	<b>1-116</b>
<b>REVISION NO:</b>	<b>0</b>
<b>Program</b>	<b>Administration and Support</b>

<b>Committee Approved Date:</b>	NA
<b>Policy Committee Reviewed Date:</b>	
<b>TNI Board of Directors Endorsed Date:</b>	
<b>POL Effective Date:</b>	3-21-12

**I. PURPOSE AND APPLICABILITY**

This policy describes TNI's oversight relative to training courses provided or supported by TNI.

**II. RELATED DOCUMENTS**

SOP 1-110, TNI Educational Delivery System

**III. POLICY**

1. Any individual or organization may develop and provide training on any topic without any involvement from TNI. Examples of this include the EPA drinking water certification course, the on-line courses by the Association of Public Health Laboratories and many training events put on by various organizations at regional laboratory meetings such as the Florida Society of Environmental Analysts (FSEA).

2. TNI may partner or contract with a training organization to deliver a particular training course under a business relationship where TNI and the training organization share the costs and income. Such actions will require a proposal from the training organization that is accepted by TNI. Examples of these training events are the training courses provided at TNI's semiannual meetings and courses where TNI provides the trainer at meetings such as FSEA. While TNI will review the proposed course, TNI will not always review or approve the training materials and the training organization must make it clear to attendees that the course is not TNI-endorsed. This option may include webinar/webcasts that are supported by TNI.

Note: Any unsolicited proposal for such an event must follow the procedure in SOP 1-110. However, TNI may use its existing catalogue of training courses and select a trainer for a particular event based on past performance. TNI may also issue RFPs for specific courses.

3. Any training event that is promoted as a TNI-endorsed training event will need to go through the review process outlined in SOP 1-110. Furthermore, TNI reserves the right to perform an in-depth review of training course materials that are deemed substantive in nature relative to one of TNI's programs that are put on as described in item 2 above.

Approved by Policy Committee:  
Endorsed by TNI Board of Directors:  
Effective: