



| | |
|--------------------|--|
| SOP TITLE | Content of TNI Training Courses |
| SOP NO. | 1-128 |
| REVISION NO | 0 |
| PROGRAM | Administration |

SOP Approval Dates

| | Initial Approval | Last Revision Date | Last Review Date |
|---|-------------------------|---------------------------|-------------------------|
| Committee: Training | 10/28/2023 | | |
| Program | NA | | |
| Policy Committee Review | 3/1/2024 | | |
| TNI Board of Directors Endorsement | NA (3/13/2023) | | |
| Effective Date | 10/28/2023 | | |

1.0 Purpose and Applicability

This SOP provides details about the content required for training courses in order to provide a consistent approach.

2.0 Summary

All training courses provided must contain certain elements as described in this SOP to promote consistency.

3.0 Related Documents

Writing Measurable Learning Outcomes – <https://www.gavilan.edu/research/spd/Writing-Measurable-Learning-Outcomes.pdf>

ANSI/IAECT 1-2007, Standard for Continuing Education and Training

4.0 Definitions

| Term | Definition |
|---------------------------|---|
| Certificate of Completion | A certificate provided to a student upon passing a test with a score of 70% or higher. |
| Certificate of Attendance | A certificate provided to a student that documents attendance or when a student does not pass the course test. |
| Certificate Template | A description of what type of certificates will be awarded. |
| Course Description | A summary of the course including a synopsis, learning objectives, fees, and related information. |
| Learning Objectives | Learning objectives describe what students should be able to demonstrate in terms of knowledge, skills, and abilities (as applicable) (KSAs) upon completion of a course. |
| Marketing Category | Any of 10 categories defined in SOP 1-110 that determine where webcasts are to be made available to potential attendees. |

5.0 Procedure

5.1 Establishing the Details for a Webinar

5.1.1 Once a Webinar has been established, the TNI Training Coordinator will finalize all of the detailed information described in Section 5.1.2.

Note: Each course that offers CEUs must have a test.

5.1.2 Training course descriptions must contain the following details as applicable:

- The name of the course (and subtitle if applicable), the date presented, and the number of hours of training provided,
- Information about the presenter, including name, organization, a brief biography, and a photo, unless the trainer objects to a photo,
- A synopsis of the course including fees,
- Learning objectives,
- Intended audience,
- Associated digital badge*,
- CEUs and Certificate options template,
- Other**,
- Cancellation Policy, and

Content of TNI Training Courses

- An agenda for courses longer than 4 hours.

* This is a new element that will be added to existing webcasts for any new courses beginning November 1, 2023.

** This can be any other needed information such as Notes, Exam Instructions, Prerequisites, or a Detailed Agenda.

5.1.3 The information developed for each course will be provided to the TNI Information Technology (IT) Manager to establish a registration event.

5.1.4 A flyer is prepared or approved by the Training Coordinator for distribution to the TNI membership and to be shared on the TNI social media page(s).

5.1.5 The IT Administrator sets up the registration process and posts the course information on the TNI website. The Course description is populated with the details found in Section 5.1.2, with the exception of the handout. An example can be found in Attachment A.

5.2 Developing the Learning Objectives

5.2.1 Learning objectives should reflect what learners will achieve and should be clear, specific, concise, and measurable.

5.2.2 The trainer should include these objectives in the presentation.

5.2.3 The TNI Training Coordinator will work with the trainer to develop or finalize these objectives.

5.2.4 The course test must reflect the learning objectives (See SOP 1-129).

5.3 Developing the Course Description

5.3.1 The TNI Training Coordinator will work with the trainer to develop the course description in the format shown in Attachment A.

5.4 Establishing the Details for a Webcast

5.4.1 Once the webinar is recorded, the TNI Training Coordinator will finalize all of the detailed information described in Section 5.4.2.

Note: Each course that offers CEUs must have a test.

5.4.2 Webcast descriptions must contain the following details as applicable:

- The name of the course (and subtitle if applicable), the date presented, and the number of hours of training provided,
- The name and affiliation of the presenter,
- A synopsis of the course including fees,
- Learning objectives,
- Intended audience,
- Associated digital badge*,
- Marketing Category
- CEUs and Certificate options template,
- Other**, and
- An agenda for courses longer than 4 hours.

* This is a new element that will be added to existing webcasts for any new courses beginning November 1, 2023.

** This can be any other needed information such as Notes, Exam Instructions, Prerequisites, or a Detailed Agenda.

- 5.4.3 The information developed for each course will be provided to the TNI Information Technology (IT) Manager to establish a webcast description.
- 5.4.4 The IT Administrator posts the course information on the TNI website.

5.5 Webcasts that do not have an associated Webinar.

Some recorded webcasts do not have an associated webinar. Examples include Conference Learnings and webcasts recorded with no audience. All of the elements in 5.4.3 need to be provided to the IT Manager to allow these webcasts to be posted.

6.0 Records

For each course, the following information is retained:

- a) Any Powerpoint presentation and related handouts.
- b) Both the Webinar and Webcast descriptions.
- c) The test with correct answers.
- d) Attendee List
- e) Test results and certificates awarded

7.0 References

SOP 1-110, Educational Delivery System
SOP 1-117, Continuing Education Units
SOP 1-129, Developing Tests and Examinations

8.0 SOP Approved Changes

| Revision No. | Effective Date | Description of Change |
|--------------|----------------|-----------------------|
| 0 | 11/28/2023 | New Document. |

Attachment A: Example Course Description

Policies and Procedures Needed for a NELAP Laboratory

Date and Time: August 11, 2023; 11:00am - 2:00pm EST

Audience: Lab managers, technical managers, supervisors, quality managers



\$75 ea. for TNI Members

\$90 ea. for TNI Non-Members

\$350 group fees 5 - 10 people; TNI Members

\$425 group fees 5 - 10 people; Non-TNI Members

Synopsis

The 2016 TNI Standard uses the following words: policy, procedure, system, SOP, plan, program, system, and protocol. The objectives are to review all the instances of these words and discuss various options for conformance to the 2016 Environmental Standard (EL) TNI standard Volume 1, Module 1 and 2.

Learning Objectives:

- Knows the laboratory's policies, systems, procedures, and instructions to the extent necessary to assure the quality of the test results, including SOPs that accurately reflect all phases of current laboratory activities, such as assessing data integrity, corrective actions, handling customer complaints, and all test methods.
- Understands the importance and is familiar with the types of documents that form part of the management system, such as regulations, standards, and test methods, as well as drawings, software, specifications, instructions, and manuals.

Ensures that authorized editions of appropriate documents are used and that invalid or obsolete documents are promptly removed to ensure unintended use.

Presented By:



Marlene Moore

About the Presenter:

Marlene Moore founded Advanced Systems, Inc. in February 1992 as a consulting company specializing in quality systems for laboratory and sampling operations. She brings together the needs of quality system management, measurement operations and regulatory compliance.

Marlene Moore has worked and managed sampling and testing laboratories for over twenty years before providing her expertise to others. Current work includes assessing for laboratory accreditation programs to ISO/IEC 17025 and assessing to ISO/IEC 17065 for conformity assessment certification programs. Assessments are performed for A2LA, ANAB and ANSI. Additional assessor and auditor training was completed under the EPA Safe Drinking Water Program for State certification laboratory auditors for inorganic, organic and microbiology and as an ISO auditor for ISO 9000.

- Understands how and when policies and procedures are revised.
- Knows how to develop and manage policies and procedures so as to add value.
- Understands the process for reviewing and controlling SOPs and policy documents. Knows how to effectively write and review documents so they reflect the requirements and actual lab practice and are written for bench level use. Knows how to assure that analysts are following the currently approved versions.

No certificates are automatically provided with this training. A Certificate of Completion (CoC) (\$30 per person) or Certificate of Attendance (CoA) (\$20 per person) may be purchased during or after registration or webcast purchase. A passing score of at least 70% must be received on the test in order to receive CEUs and a CoC. Scores of less than 70% will receive a Certificate of Attendance. For a CoA you will not need to take the test and you will not receive CEUs.

Format: Webinar

Length: 3 hours

CEUs: 0.3

Applicable Digital Badge(s):

- Basic Quality Management System
- Records and Document Control

Cancellation Policy: An individual may cancel their registration any time up to 24 hours before the event. Any cancellations that occur 24 hours before the event will be charged a \$75 administrative fee.