

Texas Floodplain Management Association

Policy: Training/Credentialing



PURPOSE

The TFMA Training/Credentialing Committee reviews and approves all Trainers for TFMA-sponsored classes.

A. Definition

1. A Trainer is an individual with a specific expertise in a particular subject matter.
2. All TFMA Trainers will submit the TFMA Trainer Approval Form to the TFMA Training/Credentialing Committee Chair for review and approval by the TFMA Training/Credentialing Committee.
3. Trainers must be a member of TFMA.
4. Trainers must have a minimum of 5 years of experience teaching floodplain management OR demonstrate satisfactory knowledge or expertise in the training being provided.
5. Trainers that are participating under the supervision of a TFMA Approved Trainer may be considered for approved TFMA training.
6. Trainers from partnerships with FEMA, TWDB and other agencies may also be considered for approved TFMA training.
7. The Trainer is responsible for obtaining CEC credits and approval from the TFMA Training/Credentialing Committee Chair, using the TFMA CEC Approval Form, prior to the scheduled training event.
8. TFMA Trainers agree to abide by the Training Course Conduct as outlined in this policy.

B. TFMA Training/Credentialing Committee responsibilities for TFMA-hosted classes include:

1. Review all TFMA Trainer Approval forms. Approve those submitted forms for classes that meet or exceed the trainer criteria.
2. Establish at least one annual training event in each of the ten Regions across Texas. The Regional Directors shall be included in the planning and execution of regional training events within his/her region. The Regional Director should support training opportunities within his/her region by promoting TFMA events to the regional membership. The Regional Director should be available to assist with proctoring a CFM exam if one is included in the training.
3. Identify needs for new training courses. Develop a plan to incorporate these courses.
4. Maintain inventory of training courses and related materials.

5. Provide guidance and expertise when requested by TFMA trainers and those seeking training.

C. Training Materials

1. Training materials and modules will be housed in the TFMA Executive Office.
2. Use of the training materials and modules is restricted to TFMA-approved trainers who are teaching a class for TFMA or by request from a Federal or State partnering agency.
3. Prior to a class being taught, all course content must be pre-approved by the TFMA Training/Credentialing Committee using the TFMA CEC Approval form.

D. Non-TFMA Hosted Courses – Approval of Training for Advertisement to TFMA Members for CECs

1. Organizations that would like to advertise their private courses to the TFMA membership must complete the TFMA CEC Approval Form. This form will be submitted, along with an agenda and other pertinent information to TFMA Executive Office for consideration. TFMA Executive Office will forward the request with supporting documentation to the TFMA Training/Credentialing Committee for review and potential approval for awarding the appropriate number of CECs. No for-profit organization's training will be posted to TFMA website, included in emails to membership, or sent out through TFMA social media without Training/Credentialing Committee approval.
2. TFMA charges a fee of \$200 for advertising any non-TFMA hosted courses to be posted on the TFMA website and emailed to TFMA members regarding the training opportunity. The non-TFMA training class will be posted after the Training/Credentialing Committee has established the number of CECs eligible for the course and the \$200 fee has been received by the TFMA Executive Office. The TFMA logo will not be used on any advertising associated with non-TFMA classes. Exceptions may be considered and approved by the TFMA Executive Board for cases where non-profit or partnering organizations are hosting courses and there is mutual benefit to TFMA Members. The requesting non-profit or partner organization is responsible for specifying the anticipated benefits to TFMA.
3. In order to protect the privacy of our members, the advertising email shall be sent by the TFMA Executive Office. TFMA's membership information is confidential and will not be released to non-TFMA organizations for advertising or training purposes.
4. Once a decision regarding a course has been reached, the Training/Certification Committee Chair will notify the TFMA Executive Office. The Executive Office is responsible for informing the requestor of the decision and any next steps.

E. TFMA Executive Office Responsibilities Associated with Training

1. Forward class request forms, trainer applications forms, and other appropriate requests to the Training/Credentialing Committee Chair for consideration.
2. The TFMA Executive Office will serve as the point of contact for the person or organization coordinating such requests and relaying the Committee's decisions.
3. Post TFMA hosted and other approved classes on the TFMA website within one week of request along with class description.

4. The TFMA Executive Office will handle all aspects of registration including advertising, developing flyers with the TFMA logo, collecting payments and issuing CEC forms for the class. The CEC form will include the statement, “TFMA, as the accrediting body, has approved and supports the CEC value noted on this form.”
5. Secure venues for TFMA hosted classes, including signing of contracts, issuing payments and providing insurance policies, if required.
6. If food and/or beverages are to be provided as part of the class, the Executive Office will provide budget limitations to the trainer. For regional training luncheons/dinners, the local Regional Director is responsible for providing venue options and related cost information to the Executive Office for consideration and approval. The Executive Office is responsible for securing the selected venue as described here.
7. Assist the trainer in developing the course evaluation form, including survey questions. This form must be finalized prior to the start of the course. The Executive Office will be responsible for distributing the survey and collecting responses. Survey responses shall be provided to the Training/Credentialing Committee and the trainer following the course.

F. Expense/Reimbursement Requests

1. Pre-approval expense and reimbursement requests are covered in the TFMA Travel Reimbursement Policy.

G. Training Course Conduct

1. Trainer will maintain a course sign-in sheet. Once the course has been completed, the trainer shall send the sign-in sheet to the TFMA Executive Office for verification of attendees and CECs.
2. Trainer will promote TFMA during the course and provide information regarding TFMA Member Benefits.
3. A course evaluation form/online survey should be completed by course attendees following every course. Prior to the course, the trainer will work with the TFMA Executive Office to finalize the questions. The Executive Office will provide the survey form/ link to all attendees to solicit feedback. All completed course evaluations shall be provided to TFMA Executive Office following the course. The TFMA Executive Office shall provide the survey results to the Training/Credentialing Committee and the trainer.
4. Trainers shall act in a professional and ethical manner at all times.
5. Course and/or trainer complaints shall be provided to the TFMA Executive Board of Directors for consideration and potential disciplinary action. If the trainer is found to have behaved unprofessionally or unethically, the TFMA Board will take appropriate action, which could include the revocation of the TFMA Trainer Approval.