



TIME Training Course Approval



Instructions: Indicate whether you are requesting Time Training Certification or Annual continuing education credit below. In the table, place a check next to the criteria met. For each criteria met, indicate whether you will provide a written explanation (space provided on back) or other documentation, such as a resume, course manual, etc. (indicate the type of documentation provided). Please provide course details and explanation on the back of the form in the space provided. Additional pages and/or documentation may be attached if necessary.

_____ **Time Course approval:** In order to receive approval, a course must meet at least 8 of the 10 criteria listed in the table below.

_____ **Annual Training Credit:** In order to count toward annual training credits, a course must meet at least 6 of the 10 criteria listed in the table below.

#	Criteria	✓	Explanation OR Documentation
1	The course has the endorsement of a recognized national/state agency or association.		
2*	The course must meet the goals and mission of the Traffic Incident Management Enhancement (TIME) Task Force with innovative procedures and concepts to improve quick clearance and traffic incident management.		
3*	The course promotes and maintains a focus on safety for responders and the motoring public in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).		
4	The course includes classroom instruction and hands on teaching in a practical setting with appropriate facilities.		
5	The course includes a written test or evaluation (not certification of attendance) to test proficiency and level of responder competency.		
6	The company has credible and verifiable references of previous courses.		
7	The course is of value to more than one discipline (towing, fire, law enforcement, DOT)?		
8	The instructors have practical experience?		
9	The company/instructor maintains records of participation and testing.		
10	The course has a documented standard lesson plan, instructors manual, and student manuals.		

***Criteria 2 and 3 are mandatory and must be among the criteria met for all TRIP certification and Annual Training Credit Courses.**

Course Title:	Instructor(s) Names/Titles:
Course Date / Length:	Course Location:
Number of Students:	Number of Certification Hours Requested:
Course Description (additional documentation may be attached):	
Explanation for Meeting Course Criteria (Attach additional pages as necessary):	

<p>For Office Use Only:</p> <p>No. of Hours Approved: _____</p> <p>Description of approval:</p>
