

REQUEST FOR APPROVAL OF CERTIFICATION TRAINING

The following are requirements when submitting this application:

ALL training applicants must complete this form for **each** class offered.

(This includes all ESC Education Service Centers)

If course materials that are being used are already TASN **approved**, please complete Part 1 and submit to TASN at least **45 days prior to scheduled training**. If the course is an in-district course (only applies to district-wide employees), the approval form must be sent in at least **30 day in advance**.

If the course materials that are being used have **not** been approved by TASN, please complete Part 1 and Part 2 and submit to TASN at least **60 days prior to schedule training**.

Materials that need to be approved by TASN need to be submitted to TASN via email in PDF or by regular mail.

Each class is assigned to **one certification level and cannot** be used for more than one application.

Courses must be a minimum of 2 hours. If a district would like to teach a course in smaller increments these times must be combined on one certificate to total 2+ hours.

If class is not pre-approved by TASN Headquarters the class will NOT be considered for TASN Certification or Re-certification. (Please review the list of Codes and Course Titles on the TASN website.)

PART 1

TRAINING SPONSOR INFORMATION

Contact Name _____ Email _____
School District _____ Department _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

TRAINING INFORMATION

TASN Certification Course Title: _____
TASN Code: _____ In-district _____ Open Workshop _____
Location of Training _____
Date(s) of Class: _____

Actual Certification Hours per scheduled dates:

<u>Course Code</u>	<u>Time Class Starts and Ends</u>	<u>Total Hours</u>
Course Code: _____	From _____ To _____	Total Hours per class _____
Course Code: _____	From _____ To _____	Total Hours per class _____
Course Code: _____	From _____ To _____	Total Hours per class _____

Check if TASN Training materials are being used (must attach course syllabus and training material)

PART 2

PROGRAM INFORMATION

Training Objectives (must attach course syllabus and all training materials) Total Hours _____

Signature of Training Sponsor _____

Date _____

Requirement to teach TASN approved courses:

Instructor(s) must be TASN Certified at Level 3 or Level 4 and must have taken Train the Trainer within the past 5 years or be TASN Certified at Level 5. If instructor is not TASN Certified they must then have a Bachelor Degree and submit an unofficial copy of transcript with the first application sent in. Only approved material may be taught.

INSTRUCTOR (If instructor is not TASN Certified a copy of unofficial transcript of degree must be attached)

Only the approved material may be taught.

Name _____ TASN Member Number _____ Expiration Date: _____

Title _____ TASN Certification Level _____

Credentials if not TASN certified _____

Check if TASN Train the Trainer certified (must attach copy of certificate of completion)

Check if unofficial transcript is included

FOR TASN USE ONLY

(Approved or Unapproved application will be sent to district prior to the class date. A certificate template will be attached for hosting district or ESC to prepare for each participant)

Approved Not approved for _____ hours of Level _____ Certification

Comments _____

Signature of Certification and Training Coordinator _____

Date _____