

ETA Course Approval Procedures

An ETA Course Approval Application form may be accessed on the ETA Website (www.etainternational.org) under the Testing > Course Approvals. The application forms may also be requested via telephone from the ETA office (800-288-3824). An explanation is provided of the requirements for ETA course approval. Each training facility is advised that these items will need to be submitted to ETA along with the completed course approval application form:

- A Complete Course Outline or Syllabus
- A Photo of the training facility and an Internet website address
- Equipment, tools, test equipment and consumables utilized during the specific training under review (including make, serial number, and sufficient per student pieces)
- The credentials of each Instructor involved in the training under review
- Textbooks or study material utilized during the training
- Listing of additional media used to supplement training (Video tapes, CD ROMS, DVD's or Computer Based Trainers)
- Hands-on practical performance requirements
- Contact information for past graduates of the course being reviewed
- Course approval fee

Once the completed application for course approval and all necessary documentation and fee has been received in the ETA office a notification is sent to the applying facility, which verifies that their materials have arrived. The materials are logged into the office and the review is begun.

The application is first reviewed for completeness. All materials are checked to determine that each required item is included. If a particular item has not been submitted or is incomplete the facility is notified and the approval is placed on hold until the application materials are complete.

When the materials under review have been checked and determined complete the application is reviewed by the ETA technical staff. These areas are thoroughly reviewed and either approved or not approved. The following procedures apply:

- Does this course align with the ETA Certification Competencies in this particular technical field (ex: fiber optics, industrial electronics, avionics, basic electronics, etc.)
- Is the course length sufficient to cover the necessary material in this technical field?
- Do the facilities appear to be able to accommodate the number of students in a clean, comfortable and safe manner?
- Does the equipment being used reflect current industry needs for training that will prepare a student for work in today's workplace? Are there enough tools for each student?
- Has the Instructor received necessary training in this field and does the instructor have work experience in this field?
- Are the textbooks being used current for the technology advances in this field and are they recognized as providing reliable training in this area?
- Are the supplemental media items current and reliable for this training?
- Do the hands-on skills align with the required hands-on assessments for this ETA certification (if applicable)? Does an acceptable amount of the total training provided include practical applications and troubleshooting in this technical field?
- Past graduates may be contacted and asked for opinions regarding the type, method, effectiveness and completeness of the training they received.

After the technical staff review, any areas of concern are addressed. The applying facility is contacted for clarification. When an area of concern is still under review the approval is then passed on to the Subject Matter Experts who belong to the Exam Advisory Board for that particular certification for further review and resolution. Discussion and clarification may take place at this time between the applicant and the Exam Advisory Board.

If the approval is not granted at this time the ETA staff and the Certification Exam Advisory Board may determine that an on-site Course review is in order.

Upon completion of the ETA Course Approval an approved school may display the ETA logo on promotional materials or school catalogs and websites. If any changes are made to the approved course they must be submitted to ETA for further review. The Course Approval is valid for a period of four years after which an ETA approved school must resubmit an application for renewal including all updated materials pertaining to the approved course.

Each ETA approved school will receive a certificate suitable for framing indicating the particular ETA certification for which their training has been approved, a CD ROM copy of the ETA logo in several sizes for use in promotional materials and website display, black and white reproducible ETA-I logos, an official ETA congratulations notification and various other informational brochures and documents.

All Educational institution course approval files and all study guide/textbook approval documentation are on file and available for review or verification at ETA's Greencastle, IN Headquarters. These files will be held confidential unless release is requested by the submitting training facility.