

RAILROAD COMMISSION OF TEXAS
Oversight & Safety Division, Alternative Fuels Safety Department

OUTSIDE TRAINER APPLICATION

Under 16 Texas Administrative Code (TAC) §9.54, individuals who hold Railroad Commission of Texas (RRC) Category E certificates may apply on this form to the RRC for approval to offer courses for RRC training or continuing-education credit. Please fill in all applicable information and attach a copy of any required supporting documentation.

PLEASE PRINT OR TYPE.

I. APPLICANT INFORMATION

Applicant Name : _____
Applicant dba: _____ RRC Category E LPG License No.: _____
Other Business Affiliation: _____
Mailing Address: _____
Physical Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____
E-mail: _____

II. PROPOSED COURSES

Please provide the following information for each course you propose to offer for RRC training or continuing-education credit or state that this application is only for approval to certify Advanced Field Training (AFT). Use additional sheets if necessary.

Proposed course title: _____
RRC equivalent course title: _____
Date equivalent RRC course completed: _____
RRC equivalent course examination score: _____ Course length in hours: _____

Course format (please check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Classroom lecture | <input type="checkbox"/> Instructor demonstration | |
| <input type="checkbox"/> Hands-on student practice | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Correspondence course |
| <input type="checkbox"/> Distance learning (Internet, closed-circuit TV, video conferencing, etc.) | | |
| <input type="checkbox"/> Other (please specify): _____ | | |

Course content

- RRC (Texas Propane Training materials only)
 Text(s) used (if other than RRC)

Author: _____

Title: _____

Publisher: _____

Other materials used, e.g., video tapes, demonstration equipment (please specify): _____

NOTE: Please attach copies of any texts or materials you propose to use, other than RRC Texas Propane Training materials.

III. LPG TRAINING EXPERIENCE

Please provide the following information about each LPG course you have taught. Use additional sheets if necessary.

Company, institution or client name: _____

Address: _____

Supervisor, department head or client contact name: _____

Telephone: _____ Fax: _____

e-mail: _____

Courses taught

Course title: _____ Course length in hours: _____

Course format (*check all that apply*)

Classroom lecture Hands-on practice Laboratory Correspondence course

Distance learning (Internet, closed-circuit TV, video conferencing, etc.)

Other (*please specify*): _____

Course content

Text(s) used

Author: _____

Title: _____

Publisher: _____

Other materials used (*please specify*): _____

Number of times you taught this course: _____ Average enrollment, this course: _____

Dates taught (from _____ to _____)

IV. LICENSES AND CERTIFICATIONS

Please provide copies of current LPG licenses, certifications or other credentials that demonstrate your knowledge of Texas and national LPG statutes, regulations, technical standards and industry standard operating principles and practices that pertain to the courses you propose to offer for RRC training or continuing-education credit or to certify AFT.

V. INSTRUCTIONAL METHODS AND CLASS MANAGEMENT

Please provide copies of current licenses, certifications or other credentials that demonstrate your knowledge of teaching methods and class-management practices appropriate for adult learners generally and LPG trainees in particular.

VI. REFERENCES

Please list three persons whom the RRC may contact for further information about your experience and qualifications as a trainer.

1. Name: _____
Company, institution or client: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____ Dates known: _____
2. Name: _____
Company, institution or client: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____ Dates known: _____
3. Name: _____
Company, institution or client: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____ Dates known: _____

VII. CERTIFICATION

By my signature below, I certify that I have read, understand and, if approved to offer LPG courses for RRC training or continuing-education credit or to certify AFT, will comply fully with all applicable RRC rules and standards of appearance, demeanor, instruction, punctuality and reporting, as set out in 16 TAC §9.54 and the RRC's Train-the-Trainer course. I further certify that I have access to all computer hardware and software needed to file electronic reports on the schedule and in the formats required by the RRC.

I further understand that failure to comply with all applicable RRC rules and standards for outside trainers may, after notice and hearing as set out in 16 TAC §9.54, result in revocation of my approval to offer courses for RRC credit and/or certify AFT.

Signature of Applicant

Date

Return to:
RAILROAD COMMISSION OF TEXAS
Training Section/AFS
P.O. Box 12967
Austin, Texas 78711-2967

RRC USE ONLY

Train-the-Trainer Course Completed (date): _____ Application Fee Received (date): _____