## INDIANA TRAINER & TRAINING APPROVAL SYSTEM

## ORGANIZATION APPROVAL AT-A-GLANCE

Review T&TAS Requirements The T&TAS Manual and Orientation to the T&TAS Training can be found here: https://inaeyc.org/ trainerapproval/

Prepare to Complete Application

- Gather needed documentation for application. (See checklist below.)
- When ready, access application in Submittable.

Complete Application

- Monitor Submittable messages for any needed edits and approval results.
- Upon receipt of an application and all required documents, the review process can take up to 30 business days.

To receive additional support from a T&TAS Representative, please complete the Interest Form on the website: https://inaeyc.org/trainerapproval/

#### **Documents Needed for Application May Include:**

Proof of incorporation, charter, or legal business entity

Proof of being in business at least one year

Organization Chart

Policies and Procedures for selection of training topics offered, quality assurance for trainers and training, support for training participants throughout the process, keeping important training documentation on file, selection of contractors (if applicable)

Established trainer guidelines (e.g.: manual, handbook)

Mission Statement/Goals for the organization

Tools used for evaluation of trainers

Training participant surveys

Education and experience information for any trainer that is not an Indiana T&TAS Approved Trainer

### **Submittable Application:**

https://bit.ly/3LqApz0

# The Indiana T&TAS Approves the Following Types of Organizations:

- Colleges and Universities Accredited by the CHEA or USDE Recognized Agency
- Federal and State of Indiana Agencies
- Organizations Accredited by IACET
- Training Organizations Recognized by the National Workforce Registry Alliance
- Organizations Identified by the OECOSL
- T&TAS Evaluated Organizations

Evaluated Organizations will be required to submit trainings for approval.

\* Additional Information, including requirement charts for each trainer type, can be found in the Trainer and Training Approval System Manual.

