OHIO DEPARTMENT OF HEALTH

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John R. Kasich/Governor

Lance Himes/Director of Health

December 2018 TCEP MEMORANDUM

TO: NATCEP Program Coordinators, TTT Program Administrators
FROM: NATCEP Unit Coordinator

o 3701-18-12 requires a minimum of 59 classroom hours for all schedules. Schedules submitted with less than the minimum 59 classroom hours will be returned for revision.

o The program email address is entered as the email of the program coordinator. This is the address used for all communications from the NATCEP Unit. If the program coordinator wishes to use a different email address for the program the PC is still ultimately responsible for all communications coming from the NATCEP Unit. Please note: Gateway username/password/email is altogether separate from the program's email address. If you feel you are not receiving all communications, please feel free to call to review what your program has on file.

o The Administrative Code has no allowance for a modified schedule for Train the Trainer programs. Abbreviated programs are not in compliance and should not be offered to prospective candidates.

o 3701-18-06.1 of the Ohio Administrative Code states: *The program shall… notify the director or the director's designee of its scheduled programs at least seven days prior to conducting them.* Programs should enter schedules a week before the start date. Student data is not required to be entered until after completion of the class. However, students will not be able to schedule testing until they have been **accurately** entered and passed in the ODH Gateway. Please allow a 24 hour turn around for data files to be shared with D&S.

o Members of the 2018 Test Advisory Panel have offered to serve as resource to new program coordinators. A list with contact information is available upon request to any PC of licensed programs.

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