

After Our Jurisdiction Enrolls In PRET and We Have Qualified Instructors, What is the Process to Deliver a PRET Course?

JURISDICTION TASKS

IDENTIFY QUALIFIED INSTRUCTORS

Please refer to the PRET Information Book for details on minimum QI requirements and other course details. Should you need additional QIs, please contact OTED PRET staff.

SUBMIT PRET COURSE SCHEDULING FORM

The PRET Course Scheduling Form should be submitted a minimum of four (4) weeks prior to a course. The form is found at: www.surveymonkey.com/r/PRETCourseScheduling

WORK ON COURSE LOGISTICS

Prior to the course the jurisdiction should ensure that meeting space is adequate, course materials are available/printed, and any materials are ordered.

VERIFY PREREQUISITES (IF APPLICABLE)

Jurisdictions are responsible for verifying all course prerequisites are completed. Course certificates will not be issued if prerequisites are not met. Students are able to access their transcripts in OII LearnED. **Each participant must set up an OII LearnED account prior to course start date.**

DELIVER THE COURSE

Jurisdictions will deliver the course and record attendance daily.

SUBMIT ROSTER TO OTED PRET STAFF

New QIs will be paired with a mentor for the coordination of their first course delivery. Mentors may be FDA specialists, other QIs, or partner association instructors.

OTED TASKS

OTED Staff is available to answer questions you may have. Staff may also be able to assist in connecting you with QIs willing to assist other jurisdictions.

OTED Staff will use this information to set the groundwork in the OII LearnED system to help expedite the inputting of course completions and issuance of certificates. Delays in submitting the form may cause delays in issuing course completion certificates.

Jurisdictions should contact OTED Staff if any issues arise in verifying prerequisites.

OTED PRET staff will enter the roster information in LearnED. Staff will email the course Point of Contact when the task is complete. Course certificates are issued within an hour of course completions being entered. Surveys are also sent.

COURSE COMPLETION CERTIFICATES ARE ISSUED

Approximately six weeks after your roster is processed, OTED PRET Staff will forward survey data received. At seven months post-course, the Level 2 Survey data will be shared.