



**Unified Carrier Registration Plan**  
**Education and Training Subcommittee Meeting**

January 16, 2020  
9:00 a.m. – 6:00 p.m. ET

The Towers at Wildwood  
3200 Windy Hill Rd. SE  
Suite 600W  
Atlanta, GA 30339

Teleconference  
1-866-210-1669  
5253902#

**Carol Fallin - Chair**  
Sandy Bowling - Vice chair  
Subcommittee Members:  
Jessica Barnes  
Bill Debord  
Kacy Dunn  
Jessica Kines  
Jennifer Morgan  
Scott Morris  
Brian Pederson  
Matthew Perkinson  
Crystal Stevens  
Tina Thurman  
Tamara Young

## **UNIFIED CARRIER REGISTRATION PLAN**

### **Education and Training Subcommittee Meeting**

#### **Proposed Agenda**

- I. Call to Order – Subcommittee Chair**  
The Subcommittee Chair will welcome attendees, call the meeting to order, call roll for the Subcommittee and confirm whether a quorum is present, and facilitate self-introductions.
- II. Verification of Publication of Meeting Notice – UCR Executive Director**  
The UCR Executive Director will verify the publication of meeting notice on the UCR website and in the *Federal Register*.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules – Subcommittee Chair**  
*For Discussion and Possible Action*  
The Subcommittee Agenda will be reviewed and the Subcommittee will consider adoption.  
  
Ground Rules
  - Subcommittee action only to be taken in designated areas on agenda
  - Please MUTE your phone
  - Please do not place the call on HOLD
- IV. Approval of Minutes from October 16, 2019 Meeting – UCR Operations Manager**  
*For Discussion and Possible Action*
  - Minutes from the October 16, 2019 Education and Training Subcommittee meeting will be reviewed. The Subcommittee will consider action to approve.

- V. Review of Project Goals – UCR Education Manager**  
The UCR Education Manager will lead a discussion covering the following topics:
- i. Creation of education and training modules and setting their priority. Initial training modules; Enforcement (specifically new entrant audit training, inspection training, and compliance review), UCR Overview (or UCR 101), National Registration System (NRS), and New Carriers
  - ii. Discuss intended audience, intention of training modules (including objectives and desired outcomes), and determination of how to quantify success and obtain consensus on key performance indicators (metrics)
- VI. Discussion of Learning Format – UCR Technology Director**  
The UCR Technology Director will discuss with the Subcommittee format options for education modules:
- i. Webinars
  - ii. Live trainings
  - iii. Voice synced with PowerPoint slides
  - iv. Recorded live-action/voice overs
  - v. Other potential formats
- VII. Content Development – UCR Education Manager**  
The UCR Education Manager will lead a discussion to identify key topics for each of the following proposed education/training modules:
- i. Enforcement
  - ii. UCR Overview Module (working title: UCR 101)
  - iii. National Registration System
  - iv. New Carriers
- VIII. Review Results of Needs Assessment Survey – UCR Education Manager**  
The UCR Education Manager will review results from the recent needs-assessment survey and lead a discussion about the findings.
- IX. Review Action Items – UCR Operations Manager**  
The UCR Operations Manager will review proposed next steps and seek consensus from the Subcommittee.
- X. Other Business – Subcommittee Chair**  
The Subcommittee Chair will call for any other items the committee members would like to discuss.
- XI. Adjournment – Subcommittee Chair**  
The Subcommittee Chair will adjourn the meeting.