

	<h1>Association Policy</h1>	
	Area: Training	Number: T- 2020 - 101
	Subject: Course Scheduling and Subsequent Procedures	Effective Date: 09/12/2020
	Reference:	Review Date: 01/01/2027
	Supersedes: Previous policies on paperwork submission or processing procedures.	
Signed: _____ (ON FILE) _____ VAFR President		
Signed: _____ (ON FILE) _____ VAFR Training Officer		

I. Policy: The policy is to be used as a guideline to ensure Instructors are following proper procedures when scheduling courses and outlines deadlines that must be met by Instructors, Office Staff, and Training Leadership.

II. Purpose: The association’s goal is to provide quality training and ensure that our courses are communicated in advanced so we can provide adequate time for students to make plans to take our courses. This policy will also assist with any delay in turnaround time. To achieve this goal, we should notify the State Office well in advance of course offering, ensure students register for courses on the website, and expediently send completed paperwork to office after courses.

III. Procedure:

- **Course Announcement**
Instructors should strive to announce courses they plan to teach quarterly. This will ensure that materials for the program are sent out in a timely matter and ensure we give students enough time to sign up for the course. This will also give students advanced notification so they can make accommodations to take our courses.

- The time period to announce classes will be as follows:

Announcement Period:	Course to be taught in:
November 15 - 30 (previous year)	January, February, and March
February 15 – 28/29	April, May, and June
May 15 - 30	July, August, and September
August 15 - 30	October, November, December

Although a majority of courses should be submitted in the above format, we as an Association understand that some courses cannot be planned this far in advanced. Courses that fall outside the above matrix should be announced as follows:

- Course announcement should be submitted at least 30 days in advance.

Under extreme circumstances, variations of the policy may occur but must be approved by the Training Officer.

- **Before the Course:**

Instructors should ensure that people interested in the course create or login to their account and sign up for the course on the website. This includes both open and closed courses. The Course will be automatically deleted from the website one (1) week prior to the course start date. Instructors who fail to ensure this could face the following complications or more:

- Not receiving enough materials for their course
- Delaying time for students to receive their certifications
- Students or State Office reaching out after course completion to discuss why certifications are not posted.

- **After Course Paperwork:**

Instructor must submit all course paperwork back to the Office within ten (10) days of the completion of the course. The following paperwork should be submitted to the State Office once a course is complete:

- VAFR Instructor Form
- VAFR Student Form (Completed, Instructors can keep extra forms)
- Course How-To Packet
- If a written test is required, all test must be returned.
- If your course requires a practical portion, please also return the following if applicable:
 - Practical Evolution Forms
 - VAFR Waiver of Liability
 - DMV Roster for EVOC
 - Certification of Driving Experience for EVOC

The State Office will notify the Instructor once the paperwork has been received in the Office.

- **State Office Procedures:**

Once the State Office receives a Course Announcement Form from the Instructor, they will complete the following procedures:

- Post the course to the website within three (3) business days of receiving and email the Instructor once it is posted.
- One (1) week before the course start date, the website will automatically remove the course from the website.
- The State Office will prepare and mail packets to the Instructor to ensure packets are

received one (1) day before the course start date. The State Office shall include five (5) more student forms and tests than are listed on the online roster.

- These packets will contain the following materials:
 - VAFR Instructor Form
 - VAFR Student Form
 - Course How-To Packet
 - If a written test is required, the following will be enclosed:
 - Test Version A
 - Test Version B
- The State Office will send an email to Instructors notifying them that their packet has been sent with a tracking number and advise them to check two (2) days prior to the course start date and notify the State Office if the packet will not be received in time for the course.

After the course, the Instructor will send in the paperwork within ten (10) days of course completion and the State Office will complete the following procedures:

- The State Office will notify the Instructor that their paperwork has been received.
- Grade and post scores to website within three (3) to five (5) business days.
- The State Office will notify the Instructor that certifications/grades have been posted to the website.
 - If a student fails the course, the State Office will notify them and the Instructor by email and discuss the remediation process.
- If applicable, the State Office will notify the Course Coordinator and Training Officer of any patterns that would indicate cheating or any other suspicious patterns. They should also be notified if more than five (5) students fail a given course.

If a Course Announcement Form is received outside the above matrix, the State Office will complete the following procedures:

- If received more than 30 days in advance, the State Office will post the course as normal, however, email the Instructor to let them know that our policy has changed, and we strive to post course quarterly and provide them with the Course Announcement Chart.
- If received less than 30 days in advance:
 - the State Office will email the Instructor and let them know that it falls outside our policy.
 - The State Office should educate the Instructor on the policy and also ask if an extreme circumstance exists.
 - If the Instructor answers yes, the State Office should have the Instructor email the Training Officer for approval.
 - If the Training Officer approves this request, the State Office will post the course to the website as normal and overnight the course materials if absolutely necessary.

IV. Maintenance

This policy will be reviewed at least annually.