**Provisional Licensing Meeting**

**AGENDA**

**for**

**Tuesday, January 30, 2024 at 10:00AM – 11:00AM**

1. **Welcome and Introduction**

**Dr. Champagnie**

**Welcome FWISD and Workforce Solutions**

1. **SHIFT in Program Title from Provisional License Class to Water License Class D Preparation Class**

**The rationale behind this shift is due to the competing deadlines between the Provisional status and the graduation date for current Seniors. It appears best to simplify this process and provide classroom instruction to prepare the Senior level student to sit for the Water Class D License.**

**We are open to supporting a cohort of your Junior level students, as well. Students can register at the Provisional status in their Junior year and can also take the Water Class D License Exam during their Junior year. This would allow the Juniors to graduate with their Water credential in-hand (Note: provided the video series for this program is not developed).**

1. **Program Launch Date?**
2. Program Weekday or Weekend? *(Preference is for weekday, because students will already be on campus)*
3. **Possible Program Start dates and hours:**

WEEKEND CLASS DATES/TIME: **Five Weeks Total = 20 Hours**

* March 18 to April 19 – Five Weekend Classes, 4hrs/class = 20 hrs total
	+ Class start and end time = 10:00am to 2:30pm

**Or**

* March 25 to April 26 – Five Weekend Classes, 4hrs/class = 20 hrs total
	+ Class start and end time = 10:00am to 2:30pm

**Or**

WEEKDAY CLASS DATES/TIME: **Three Weeks Total = 20 Hours**

* March 18 to April 5 – Two Wks at 3-days/wk at 2.5 hr/day = 6 days = 15 hrs total for first 2 wks
	+ The Final Third week at 2 days at 2.5 hr/day = 5hrs
	+ Class start and end time = 4:30pm to 6:30pm

**Or**

* March 25 to April 12 – Two Wks at 3-days/wk at 2.5 hr/day = 6 days = 15 hrs total for first 2 wks
	+ The Final Third week at 2 days at 2.5 hr/day = 5hrs
	+ Class start and end time = 4:30pm to 6:30pm
1. **Dates to consider when scheduling classes:**
2. School Holidays/Breaks? *(****Spring Break 3/11-15/24*** *and STAR Testing 4/9-5/3/24—should not affect program)*
3. **Last Day of School (May 23, 2024)**
4. **Student Graduation Date *(May 30, 2024)***
5. Student Registers for Water Class D Exam *(Virtual Follow-up class to prep for the Exam)*
6. **Training /Internship Materials Cost –**

**The cost of the Basic Water Works Operations training manual is $49.95.**

**Program cost: Provisional Status = $74.00 and Regular Class D Exam = $111.00**

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| **Materials purchased from TEEX** |  |
| **Safety Shoes** | **$200.00 voucher** |
| **Hardhat** | **$ 24.00** |
| **Safety Vest** | **$ 8.58** |
| **Safety Glasses** | **$ 3.02** |
| **Gloves** | **$ 3.93** |
| **State Exam Cost** | **$111.00** |
| **Book** | **$ 49.95** |
| **Cost per Student** | **10 students at $400.48 (ea.)** |
| **Program Total** | **$4,004.80** |

**FYI – we provide a voucher for the safety boots, because employees get to choose which vendor they want to get their boots from.**

***Note: Once an individual receives a H.S. diploma or a GED, they no longer qualify for the Provisional status and can only apply for the Water Class D Exam.***

1. **The Internship –**
	1. **Position:**
	2. **Meter Services Technician Level I Intern**
	3. **On-Boarding**
	4. **Background Check process with CFW**
	5. **Program Start**
	6. **Summer Internship June – August**
	7. **Meter Services**
	8. **Three Months**
	9. **On-the-Job Training**
	10. **Trainee – Paid**
	11. **Two Check-in Points**
	12. **City Service Begins**
2. **Project Points of Contact**
3. **Classroom Location –**
	* Daily/Weekly access to classroom – FWISD Lead Person?
	* Tech Requirements – Instructor Computer and Overhead projector
4. **Security – Weekend or Weekday Contacts –**
	* Process for emergency situations
	* Campus Security Contact
	* School Personnel Contacts
5. **Instructor Background Checks –**
* Who at FWISD can assist CFWW with instructor background check process – Lead Person?
1. **Workforce Solutions –**
2. **Intake Process**
3. **In-person or On-line?**
4. **Who will assist with the coordination of student Intake signup?**
5. **Unqualified students – How do we secure CTE funds?**
6. **Student Recruitment and Selection Process –**
	1. **Who will select and coordinate the selection of the students?**
7. **Communications Plans –**
	1. **Who will develop the communication plan?**
	2. **Will there be any joint communications?**
	3. **What are the methods in which the communication will occur?**
	4. **Expl.: Formal Email from Dr. Collins, Text Message, Flyers, etc.**
8. **Cadence for Weekly Check-in**
	1. **Scoreboard**

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1. **Round Robin**
	1. **Additions**
	2. **Comments**
	3. **Questions**
2. **~ END ~**