



Texas Department of Public Safety

Education, Training and Research Division

Delinquent Training Roster-Request for Approval

Course Title:

Course Beginning and Ending Dates: _____ to _____

Course Reporting Number:

Training Roster Submission Date

Training Rosters must be submitted no later than (30) days after course end date (Governed by compliance with TCOLE rule 215.9.)

Instructions: [All steps are required]

1. Section A: Course developer/instructor shall complete and provide a detailed description Section A.
2. Section B: Course developer/instructor shall complete signature line and date.
3. Section C: Chief of Education, Training and Research Division shall complete signature line and date.
4. Upload the ETR-34 along with sign in roster and Course/Instructor Evaluations under appropriate section in MyTRAIN.

Section A: Cause

A detailed description of the cause for late submission is required. Failure to provide a detailed description may result in a review of the Instructor’s permission to submit rosters.

Section B: Course Coordinator/Instructor Signature

I acknowledge this request can be approved or denied by the ETR Division Chief.

	E-mail	Date
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Section C: Chief of Education, Training and Research Division Signature

	Date
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