



Unified Carrier Registration Plan
Education & Training Subcommittee Meeting

January 16, 2020 Meeting

Atlanta, GA & Via Teleconference

DRAFT

UNIFIED CARRIER REGISTRATION PLAN

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MINUTES

I. Call to Order

The Subcommittee Chair called the meeting to order, called roll of the Subcommittee and confirmed a quorum.

II. Verification of Publication of Meeting Notice – Executive Director

The Executive Director verified that public notice of the meeting was published on the UCR website in January 3, 2020 and in the Federal Register on January 9, 2020 (Vol. 85, No. 6).

III. Review & Approval of Subcommittee Agenda & Setting of Ground Rules

The Subcommittee Chair reviewed the proposed agenda. A MOTION was MADE and SECONDED to approve the agenda. THE MOTION CARRIED.

IV. Approval of Minutes from October 16, 2019 Meeting

The Operations Manager reported that draft minutes from the October 16, 2019 Education & Training Subcommittee meeting are posted to the UCR Plan website and were distributed to the Subcommittee members. A MOTION was MADE and SECONDED to approve the minutes. THE MOTION CARRIED.

V. Review of Project Goals

The Education & Training project manager led a discussion on goals for the project. Following discussion, the Subcommittee agreed that the following topics should be handled in the following order:

1. Enforcement
2. UCR General Overview / “UCR 101”
3. National Registration System

A MOTION was MADE and SECONDED to approve Enforcement as the #1 priority. THE MOTION CARRIED by a vote of 8-1.

A MOTION was MADE and SECONDED to approve UCR General Overview as the #2 priority. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to approve National Registration System as the #3 priority. THE MOTION CARRIED.

The Subcommittee agreed that key performance indicators for the modules include results of customer service surveys, number of citations issued and any increase in UCR registrations.

The Subcommittee advised staff that resources for education content include The UCR Act, Agreement and Handbook, recent enforcement bulletins, recent briefings (NARUC and CVSA), UCR policies, etc.

It was suggested that UCR consider developing a new function in the National Registration System to assist carriers with determining whether they are subject to The Act. It was also suggested that UCR conduct onboarding training for the Board of Directors.

VI. Discussion of Learning Format

The Technology Director discussed various format options and costs for the three aforementioned education modules. The Subcommittee agreed that its preferred formats are static and/or interactive motion graphics and voice-synced PowerPoint slides.

VII. Content Development

The Subcommittee Chair announced that following adjournment of the meeting, the Subcommittee will hold a working session to flesh out specific topics for each new education module.

VIII. Review Results of Needs Assessment Survey

The Education Manager reviewed results from the recent needs-assessment survey and led a discussion about the findings.

IX. Review Action Items

The Operations Manager reviewed proposed next steps, including sharing the minutes and summary of the working session with the Education & Training Subcommittee, as well as other UCR Subcommittees, for feedback.

X. Other Items

The Subcommittee Chair called for any other items to discuss, no other items were raised.

XI. Adjourn

The Subcommittee Chair adjourned the meeting.