



**Unified Carrier Registration Plan**  
Education & Training Subcommittee  
Meeting Minutes

March 19, 2020  
Teleconference

**UNIFIED CARRIER REGISTRATION PLAN  
Education and Training Subcommittee Meeting**

**March 19, 2020 MEETING MINUTES**  
OPEN TO THE PUBLIC

**I. Call to Order**

The Board Chair called the meeting to order at 12:05pm EDT and confirmed the presence of a quorum.

**II. Verification of Publication of Meeting Notice**

The Board Chair verified that public notice of the meeting was published on the UCR Website and distributed to the UCR contact list on March 9, 2020 and then published in the *Federal Register* on March 12 (Vol. 85; No. 49).

**III. Approval of Minutes from January 27, 2020 Meeting**

The Operations Manager reported that minutes from the January 27, 2020 Subcommittee meeting are being finalized and will be ready to be approved for the April 16, 2020 Subcommittee Meeting.

**IV. Approval of Agenda**

Following discussion, a MOTION was MADE and SECONDED to approve the agenda. THE MOTION CARRIED.

**V.**

**VI. Development of Video Training Modules**

The Technology Director provided an update on script development for the three training modules. The Subcommittee was asked to submit comments on the draft script for the UCR 101 module within three to four days.

**VII. Planning for Education Sessions at NCSTS Summer Meeting**

The Executive Director reported that the 2020 NCSTS Annual Conference, UCR training and UCR Board meeting in June are still on schedule, but NCSTS planners and the UCR Board are closely monitoring the situation as it relates to the COVID-19 outbreak.

**VIII. Future Education & Training Subcommittee Meetings**

The Executive Director reported that Subcommittee meetings are scheduled for April 16 and May 14.

**IX. Adjourn**

The Board Chair adjourned the meeting at 12:28pm EDT.