Unified Carrier Registration Plan
Education and Training Subcommittee Meeting

November 19, 2020
Noon – 2:00 p.m. ET

Subcommittee Members
Carol Fallin, Subcommittee Chair
Sandy Bowling, Subcommittee Vice Chair
Matthew Perkinson
Kacy Dunn
Jessica Kines
Jessica Barnes
Tamara Young
Jennifer Morgan
Brian Pederson
Brenda Hassler
Scott Morris
Bill Debord
Crystal Stevens

Represented States:
AL, ID, IN, KS, KY, ME, MA, MN, MS, NM, NC, OK, PA, TX, WA

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UNIFIED CARRIER REGISTRATION PLAN
EDUCATION AND TRAINING SUBCOMMITTEE MEETING

Minutes

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I. **Call to Order** – Carol Fallin, Subcommittee Chair
The Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, and confirmed that a quorum was present.

II. **Verification of Publication of Meeting Notice** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on October 19, 2020 followed by the subsequent publication of the notice in the *Federal Register* Vol. 85, No. 221 on November 16, 2020.

III. **Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – Carol Fallin, Subcommittee Chair
The Subcommittee Agenda was reviewed, and the Subcommittee adopted.

A MOTION was MADE and SECONDED to approve the proposed agenda for the November meeting. The MOTION CARRIED.

IV. **Review and Approval of Minutes from the October 15, 2020 Meeting** – Carol Fallin, Subcommittee Chair
The draft minutes from the October 15, 2020 Subcommittee meeting via teleconference will was reviewed. The Subcommittee considered action to approve.

A MOTION was MADE and SECONDED to approve the meeting minutes from October 15, 2020 Education and Training Subcommittee Meeting.

V. **Audit Module Development Discussion with the Education and Training Subcommittee** – Tom Gooding, UCR Technology Director
The Subcommittee discussed the development of the Audit Module and a possible redirection to the content. It was recommended that either the module be re-worked to relate closer to a newly minted auditor in a state or to begin work now on the 201 module so the two modules will complement each other and it will be clear what content will be covered in which module. The focus of at least one of these modules needs to be entry level and a pre-requisite to a state auditor that is 10-15 minutes in length. It was decided that the current script be revised to be less dense and straight forward. And the outline will be developed simultaneously for a step-by-step Audit 201.

Action:
- Basic Audit Module and Step-by-Step Module (Auditing 201) developed consecutively
- Share the examples from the State of TX
- Send the final script from the Enforcement Module

VI. **Decision Tree Development Discussion with the Education and Training Subcommittee** – Tom Gooding, UCR Technology Director

The Subcommittee reviewed the draft Decision Tree Widget and edits were shared. The widget will be shared on the staging site with the Subcommittee for final review. The Decision Tree will be posted on Plan.UCR.gov site and also linked on the NRS site.

Action:
- Perform another needs assessment of the UCR constituents in 2021 to determine future training modules – Subcommittee
- Make sure brokers, freight forwarders, and leasing companies are included in the Decision Tree widget – Kellen

VII.   **Other Items** – Carol Fallin, Subcommittee Chair
The Subcommittee Chair called for any other items committee members would like to discuss. The next Subcommittee meeting will be December 17, 2020.

VIII.   **Adjournment** – Carol Fallin, Subcommittee Chair
The Subcommittee Chair adjourned the meeting at 1:05pm ET by Carol Fallin.