



**Unified Carrier Registration Plan  
Education and Training Subcommittee Meeting**

**July 24, 2024**

**12:00 PM – 3:00 PM Eastern Time**

**Subcommittee Members Present:**

**Carol Fallin, Chair**  
**Crystal Stevens, Vice-Chair**  
William Debord  
Brenda Hassler  
Jennifer Morgan

**Subcommittee Members Absent:**

Brian Pederson

**Others in Attendance:**

UCR: Avelino Gutierrez  
Kellen: Matt Manton, Michelle Hall

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EDUCATION AND TRAINING SUBCOMMITTEE MEETING  
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**APPROVED MINUTES**

- I. Call to Order** – UCR Education and Training Subcommittee Chair  
The Subcommittee Chair welcomed attendees, called the meeting to order, called roll for the Subcommittee, confirmed whether a quorum is present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – 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 July 16, 2024 followed by the subsequent publication of the notice in the *Federal Register* on July 23, 2024 in Vol. 89, No. 141 beginning on page 59810.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Education and Training Subcommittee Chair  
The Subcommittee Agenda was reviewed. A MOTION to approve the agenda was made and SECONDED. The MOTION carried unanimously.
- IV. Review and Approval of Subcommittee Minutes from the February 15, 2024 Subcommittee Meeting** – UCR Education and Training Subcommittee Chair  
Draft minutes from the February 15, 2024 Subcommittee meeting were reviewed and approved by general consent.
- V. Project Development** - UCR Education and Training Subcommittee Chair  
The Subcommittee Chair discussed the development of key projects. The projects that were discussed include the development of the educational audit certificate program, the optimization and redesign of the website, and the creation of a video explaining the purpose and value of the UCR Plan and the National Registration System it operates.
- VI. Other Business** – UCR Education and Training Subcommittee Chair  
The Subcommittee Chair called for any other items Subcommittee members would like to discuss.
- VII. Adjournment** – UCR Education and Training Subcommittee Chair  
The Subcommittee Chair adjourned the meeting.