Kepro

Instructions for Internet-Based Training Approval

Provider Section:

Complete this section with the person who can most accurately provide information about this request. We will email our response to this request so an email address is required.

Internet Provider Section:

Please ensure that this information is accurate. We must be able to access the URL and course information to make our determination.

Brief Description:

Use this section to provide supporting documentation about this internet-based training. This section may include reference to other providers who have used the site, whether you have used this before in other programs, etc. This is also the section to provide information about this training provider (references, URL to sample courses, etc.)

Mail or Fax:

The completed form must be mailed or faxed to Kepro. Kepro has 30 days to respond to your request so it is imperative that this form be sent in well before your planned used of the training site. No training offered before the Kepro approval date will be accepted.

Finding a Good Internet-Based Provider:

When researching internet-based training providers you should consider the following:
1. Does the site let you preview courses and course content?

2. Does the site list organizations and businesses that use their service?

3. Does the site offer content that fits with the philosophy and requirements of the TBI Waiver program?

4. How will employees using the site demonstrate learning?

a. Is there a posttest?

5. What documentation will you receive that shows the employee has successfully passed the online course?

a. Certificate

b. Transcript