FAQs

When does the Fiscal Year run?

The Fiscal Year runs from October 1st, 2020 through September 30th, 2021.

How do you select what classes are approved for funding?

The Technological Hazards Unit Training Officer takes course requests on a first-come, first-served basis using an electronic timestamp in PreparingTexas.org. The Training Officer will not hold, reserve, or promise courses or funding for courses outside of this process. This timestamp is applied to all applications at the time of submission.

Why did my course go to the waitlist?

We receive a heavy volume of training requests, but due to finite funding, we are unable to fulfill every request. Once the threshold of allotted grant funds has been met, all remaining classes are placed on the waiting list in the order they were received.

My requested course is on the waitlist, now what?

As classes are scheduled, they are initially funded for maximum student attendance. Not every class will be full, leaving some budgeted funding left over. Those funds are then used throughout the year to schedule classes from the waitlist.

Do you schedule classes from the waitlist?

Yes, some years have more classes than others scheduled from the waitlist depending on the funds available.

I was contacted about my waitlist class, what do I do now?

The Training Officer will contact the department’s point of contact via the information provided on the course request. Although agencies have placed requested delivery dates on their course request, the Training Officer will inquire if the agency is still interested in hosting the course, even if the delivery request date has passed. If the agency is still interested, the agency will have two (2) business days from date of notification to provide the Training Officer with two dates the agency would like to host the course (e.g., if you are contacted on Monday, your submission of dates will be needed by 5:00 pm (CDT) Wednesday). Those dates will be forwarded to the contracted training provider. The Training Officer will remain in contact with the agency and once a date is agreed upon, the class will be posted on PTO. If the agency is no longer interested in hosting the requested course, the next agency on the list will be contacted.
**Will submitting multiple requests give me a better chance of having my request fulfilled?**

No. Agencies that submit multiple requests for the same class could have subsequent requests merged into the original request or could be denied.

**My agency did not allocate funding for training, will TDEM provide funding?**

Due to providing no-cost training across the state, TDEM does not supplement training budgets for any agency. This ensures courses are offered fairly to all agencies.

**Do smaller agencies get to host courses or only larger agencies?**

Any agency can host any of our classes as long as they have access to the available classroom space and (if needed) exercise space required for the respective course they are requesting to host. We hold classes all over the state with our hosts ranging from small departments to large metropolitan departments.

**When I host a course, is it restricted to my employees or do my employees get priority registration?**

All courses that are offered through the HMEP grant are open to all Texas first responders, public works, and government officials as any potential prerequisites and course requirements allow. To ensure fairness, TDEM staff does not hold, block out, or promise any course student slots. Additionally, all students who wish to take the course are required to register through PTO where the applications are reviewed and vetted on a first-come, first-serve basis. The PTO website has a timestamp that is applied upon the submission of applications. This timestamp is used when reviewing training course requests and student applications to ensure fairness to everyone.

**After I submit my course request, am I able to correspond directly with the contract training provider when scheduling dates or making adjustments to the requested course?**

No, all departments that request a course through TDEM must correspond with the Training Officer only. The Training Officer will serve as the liaison between the requesting department and the contract training provider. This ensures that the Training Officer has oversight of the scheduling/approval process of courses.