

TEEX PARTICIPANT HANDBOOK

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TEXAS A&M ENGINEERING EXTENSION SERVICE

200 Technology Way, College Station, TX 77845

979-458-6805

teex.org



WELCOME TO TEEEX

Welcome to the Texas A&M Engineering Extension Service (TEEX)! Thank you for selecting TEEEX, and thank you for your service in your professional field of expertise. I believe you have made a great choice in continuing your educational journey, but I also want to encourage you to let us know how we can do better. TEEEX is proud to offer courses in a variety of fields including firefighting, law enforcement, Emergency Medical Services (EMS), public works, occupational safety and health, cybersecurity, and many more. This variety of training programs helps us to accommodate the needs of the communities in which our participants reside and serve.

TEEX prides itself on providing a valuable experience through challenging props, educational facilities, and interactive curriculum. TEEEX boasts training facilities in College Station at the Brayton Fire Training Field, Disaster City®, RELLIS campus, and the Emergency Operations Training Center (EOTC). TEEEX also has great facilities across Texas in Mesquite, San Antonio, and Galveston. What we take the most pride in, however, is the quality of our instructional staff. These professionals have keen knowledge of the subject matter and are committed to your professional growth and advancement.

Our agency mission is to make a difference by providing training, developing practical solutions, and saving lives. This is more than our mission; this is our culture, and this is why you will see us go the extra mile to help you succeed.

So, let's begin as we work together on the path of training and education. Those who benefit the most are those who have improved their lives and the lives of others as a result of their training at TEEEX.

David Coatney, Agency Director

CONTENTS

6 | GENERAL INFORMATION

About the Handbook
History of TEEEX
Institutional Ownership
TEEX Advisory Board
Vision
Mission
Core TEEEX Values
Nondiscrimination Statement
Participant Privacy
Locations and Facilities

11 | COURSE REGISTRATION INFORMATION

Courses Offered
Course Registration
Transfer of Credit
Participant Photo Identification Requirements
Attendance Requirements
Leave of Absence
Instructor Disclosure
Course Completion

14 | FINANCIAL INFORMATION

Course Fees
Funding Options
Veterans Services
Refunds

18 | PARTICIPANT SERVICES

- Participant Services
- Participant Training History and Certificates
- Participant Housing/Lodging
- TEEX Career Services
- International Services
- Disability Resources
- Participant Safety

20 | TEEEX POLICIES AND EXPECTATIONS

- Participant Code of Conduct
- Conduct During Live Online Instructor-Led Courses
- Disciplinary Procedures
- Participant Complaint and Appeal Process
- Reporting an Accident, Injury, or Illness
- Do the Right Thing
- Course Attire/Personal Protective Equipment (PPE)
- Tobacco Products and Devices
- Carrying Weapons
- Drug Usage
- Alcohol Usage
- Copyright Guidelines
- Personal Belongings
- Cell Phone and Electronic Devices
- Usage of Cameras and Recording Devices
- TEEX Electronic Resources

GENERAL INFORMATION

ABOUT THE HANDBOOK

The TEEEX Participant Handbook is designed to provide information, rules, and procedures for participants that attend TEEEX sponsored events. Vocational programs may have additional information and policies that can be found within the [TEEX Vocational Course Catalog](#).

HISTORY OF TEEEX

The Texas A&M Engineering Extension Service is an outgrowth of the Trade and Industrial Teacher Training Service established in 1919. Originally under the Agricultural Education Department of Texas A&M University, the Industrial Training department moved to the Engineering School in 1935. It became the Industrial Extension Service in 1940.

The State legislature established a firefighter training school in 1929, which merged with the Industrial Extension Service in 1947.

In 1948, upon formation of The Texas A&M University System, the Texas Engineering Extension Service (TEEX) was established to assume the work of the Industrial Extension Service and was given full status as a member of The Texas A&M University System. TEEEX was charged with providing occupational training and technical services.

Texas A&M Task Force 1, sponsored by TEEEX, was organized in 1997 and joined the FEMA National Urban Search and Rescue System in 2001.

In 1998, TEEEX became home to the National Emergency Response and Rescue Training Center.

In 2007, the City of Dallas Fire-Rescue Department began operating the Texas Task Force 2. Ten years later it became Texas A&M Task Force 2, under TEEEX sponsorship.

In 2022, the Texas A&M Public Works Response Team (TX-PWRT), a joint response team also sponsored by TEEEX, and the Texas Division of Emergency Management was organized to provide local jurisdictions critical public works services to facilitate recovery from catastrophic events.

Today TEEEX provides training and technical assistance in Economic and Workforce Development, Fire and Emergency Services, Infrastructure and Safety, Law Enforcement and Protective Services, as well as Homeland Security.

INSTITUTIONAL OWNERSHIP

The Texas A&M Engineering Extension Service (TEEX) is recognized as a member of the Texas A&M University System (TAMUS) and as a state agency in the Texas Education Code (Sec. 88.001(5)). TEEX is under the direction and control of the Board of Regents of TAMUS.

The TAMUS Board of Regents (as of June 2023) are listed below.

- Bill Mahomes, Chairman
- Robert Albritton, Vice Chairman
- David Baggett
- John Bellinger
- James R “Randy” Brooks
- Jay Graham
- Michael A “Mike” Hernandez III
- Michael J. Plank
- Sam Torn
- Elizabeth “Annie” Valicek, Student Regent

TEEX ADVISORY BOARD

The TEEX Advisory Board members (as of June 2023) are listed below.

- Dominique Artis
- Allen Banks
- Austin Bless
- David Coatney
- Al Davis
- Ginny Lewis Ford
- Tracy Foster
- Richard Giusti
- Ivan Langford
- Hank Lawson
- Mark Lee
- Molly McFadden
- Robert Moore
- Thomas O’Connor
- Samuel Peña
- Stephen R. Pepper
- J.D. Salinas III
- Michael Thane
- Gregory Winfree

VISION

TEEX is an adaptive and innovative service agency making a difference worldwide.

MISSION

TEEX makes a difference by providing training, developing practical solutions, and saving lives.

CORE TEEEX VALUES



Safety
Teamwork
Adaptability
Respect
Stewardship

NONDISCRIMINATION STATEMENT

TEEX, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin (including limited English proficiency), age, disability, genetic information, veteran status, sexual orientation or gender identity. Participants who believe they have experienced harassment or discrimination are encouraged to contact the TEEEX Title IX Coordinator at 979-209-0904 or titleIX@teex.tamu.edu.

PARTICIPANT PRIVACY

Participants may inspect and review their training records maintained by TEEEX. Participants may also request changes to their records when those records are inaccurate or misleading. The requests must be in writing to the Student Records Office at StudentRecords@teex.tamu.edu. If the record custodian determines that the records do not need to be amended, the participant may file an appeal. If it is determined that the records still do not need to be corrected, the participant may place a statement with their record setting forth the participant's view of the contested information.

TEEX may release directory information without participant written consent. TEEEX defines the following participant items as directory information: *name, address (local and/or permanent), telephone number (local and/or permanent), email address, affiliation/employer name, affiliation/employer address (local and/or permanent), affiliation/employer telephone number (local and/or permanent), Training courses attended, Dates of attendance, Certificates, CEUs, and/or certifications received.*

Participants may place a directory hold on their information through the TEEEX Student Portal or by contacting the Student Records Office. Once the participant has placed a hold on their directory information, this information may not be released without the prior, written consent of the participant.

TEEX will not permit access to or release of personally identifiable information (PII) without prior written consent from the participant (*TEEX Authorization Release* form [SES-25]), except to: TEEX personnel needing access for legitimate educational duties, officials of other institutions to which the participant seeks to transfer credits, persons needing information for scholarship or third party education loans, state/federal/accrediting agencies as required, and/or appropriate TEEX personnel in cases of health or safety emergencies.

LOCATIONS AND FACILITIES

Agency Headquarters

The TEEX Agency Headquarters building houses operational departments, including Financial and Contract Services, Human Resources, Marketing and Communications, Network and Information Services, and Strategic and Education Services. The National Emergency Response and Recovery Training Center (NERRTC) and Business and Cyber Solutions (BCS) administrative offices are also located at this site.

200 Technology Way, College Station, TX 77845

TEEX Administration: 979-458-6805

National Emergency Response & Recovery Training Center: 844-789-5673

Business and Cyber Solutions: 979-431-4837

Brayton Fire Training Field and Disaster City®

The Brayton Fire Training Field and Disaster City are dynamic, hands-on training facilities that offer participants realistic, large-scale props. The Brayton Fire Training Field facilities include classroom space and Firefighting (municipal and industrial), HazMat, Rescue, ARFF, Marine, and EMS props. Disaster City boasts classroom space, building collapse props, rubble piles, technical skills training area, transportation disaster training area, and a government complex that includes a three-story building and parking garage. The Emergency Operations Training Center (EOTC) is a 32,000 square foot interactive classroom space used to train incident managers, supervisors, and jurisdictions in the management of a large-scale crisis using a unified command approach. Training stations offer instruction in firefighting, rescue, urban search and rescue, EMS, hazardous materials, marine, aircraft, and emergency management.

1595 Nuclear Science Road, College Station, TX 77843

Emergency Services Training Institute: 866-878-8900

Texas A&M RELLIS Campus

The Texas A&M RELLIS campus offers classroom space, laboratory space, overhead and underground electric power training fields, a firing range for law enforcement officers, a heavy equipment training field, an emergency vehicle driving track, unexploded ordnance ranges and search grids, and simulation prop houses for tactical training.

3100 State Hwy 47, Bryan, TX 77807

Institute for Law Enforcement and Protective Services Excellence: 800-423-8433

Infrastructure Training and Safety Institute: 800-723-3811

Center for Marine Training and Safety (CMTS)

This facility overlooks the entrance to the Offatts Bayou in Galveston, Texas and includes a fourteen-vessel fleet, classroom building, an offshore launch/recovery lifeboat davit, a fast rescue boat launch/recovery davit, and an oil spill response trailer.

8609 Teichman Road, Galveston, TX 77554

Center for Marine Training and Safety: 409-740-4475

H.B. Zachry Training Center

This facility offers an electric power training field, classrooms, laboratories, and offices. A wide variety of training takes place at this campus to include occupational safety and health, water and wastewater, transportation and flagging, and environmental topics.

9350 South Presa, San Antonio, TX 78223

H.B. Zachry Training Center: 800-723-3811

Occupational Safety and Health Administration (OSHA) Training Institute Education Center

As a Region VI OSHA Training Institute Education Center, this facility includes classrooms, offices, and a multipurpose auditorium. Training at this location focuses on a full suite of OSHA course offerings.

15515 IH-20, Mesquite, TX 75181

OSHA Training Institute Education Center: 800-723-3811

COURSE REGISTRATION INFORMATION

COURSES OFFERED

TEEX offers a variety of vocational and avocational courses in Economic and Workforce Development, Fire and Emergency Services, Infrastructure and Safety, Law Enforcement and Protective Services, and Homeland Security.

For the most up-to-date course listing and class schedules, visit the digital course catalog at: teex.org/training/course-catalog/.

COURSE REGISTRATION

TEEX courses offer registration online, onsite, or by completing a paper-based registration form. Participants should refer to teex.org/resources/course-registration-faqs/ for information about the different methods of registering for a course and for frequently asked questions.

Prerequisites or registration requirements will be identified within the course description found on our website.

TRANSFER OF CREDIT

Participants wanting to transfer their coursework from TEEX to another institution are able to request an official training history record through the Student Records Office at StudentRecords@teex.tamu.edu. In addition, participants pursuing higher education can explore our articulation agreement options as well as request an ACE transcript for approved courses through ACE CREDIT (acenet.edu/Programs-Services/Pages/Credit-Transcripts/Request-Transcripts.aspx).

In some cases, participants may be able to transfer credit from an accredited institution of higher education to TEEX to fulfill course requirements. This information will be identified within the course descriptions found on our website or within the vocational course catalog.

PARTICIPANT PHOTO IDENTIFICATION REQUIREMENTS

Participants attending face-to-face classroom training events will be required to provide photo identification. Your identification will be verified by a TEEEX designated representative the morning of the first day of class or when you pick up your badges/packets, if applicable. The proof of identification you bring should include your full name and photograph. The following are acceptable forms of photo identification*:

- State-issued IDs such as a Driver's License or Identification Card
- United States or Foreign Passports
- National Identity Card
- US military card (front and back)
- Military dependent's ID card (front and back)
- Permanent Resident Card
- Certificate of Citizenship
- Certificate of Naturalization
- Employment Authorization Document
- Employee ID or badge with photo

**Some classes, such as Occupational Safety and Health Administration (OSHA)-authorized classes, may have additional requirements for photo identification. Additional information can be found in the course description. Courses delivered online (including instructor-led online training) do not require photo identification if participants log into their personal TEEEX Student Portal accounts to access the live training session and/or the course content and materials on the Learning Management System (LMS).*

If you forget to bring your identification the first day of class, you have until the beginning of the second day to provide it. If you cannot provide your identification, you will be dismissed from the class (without a refund). Participants attending classes that are one day or less and are unable to provide photo identification by the end of class will not receive credit for the class (or a refund).

ATTENDANCE REQUIREMENTS

Class attendance is an essential part of the education process and participants in TEEEX courses are expected to attend all class sessions and field exercises. Attendance and participation are components of successful course completion. In addition, some courses may require a form of assessment. Participants who do not complete the required minimum attendance hours and other course completion requirements (when applicable) will not receive a TEEEX course completion certificate. TEEEX vocational programs have additional attendance requirements which are provided in the [TEEX Vocational Course Catalog](#) for each applicable program.

Class instructors will track attendance during the course delivery either through a sign-in sheet or bar-coding system. Participants will be able to review their attendance records during the course.

Participants are expected to be present and ready for instruction at the scheduled time. Tardiness is defined as a late arrival 15 minutes or more after the scheduled start time; an early departure is leaving more than 15 minutes before the instructor releases the class. The instructor will monitor and counsel participants on their tardiness/early departure to ensure participants comply with the stated attendance policy. TEEX vocational programs may have different tardiness and early departure requirements, refer to the TEEX Vocational Course Catalog for each applicable program policies.

The time a participant misses due to tardiness and/or early departures is tracked by the class instructor. To avoid an incomplete status in the course, the time missed cannot violate the minimum hours of attendance required by the course attendance policy.

TEEX courses do not allow for excused absences. If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor before the end of the course they are attending to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from the attended hours.

Make up work must not interfere with the other scheduled class hours/activities and must be completed by the end of the course or within the maximum timeframe identified by the instructor.

LEAVE OF ABSENCE

TEEX does not allow participants to apply for a leave of absence during a course. If a participant is unable to complete a course, they can withdraw from the course and retake it at a later time.

INSTRUCTOR DISCLOSURE

Instructor(s) must disclose any conflicts of interest(s) applicable to the course subject matter or materials (e.g., proprietary interest in products, instruments, or devices) at the start of each course delivery.

COURSE COMPLETION

TEEX courses have varying requirements for completion. Participants should review the individual course descriptions found on teex.org for completion requirements prior to enrolling in a course. In addition, the class instructors will review completion requirements at the start of each course.

FINANCIAL INFORMATION

COURSE FEES

TEEX will publish course fees in the course descriptions found on teex.org. If a course does not have a price listed, or if you have questions about the pricing, contact the program representative listed within the course description. Full fee payment is required at the time of registration or per contract, when applicable.

FUNDING OPTIONS

TEEX does not provide financial assistance, but there are several federal, state and private programs that can be used to cover all or some course-related expenses.

For information about options for third-party financial assistance, email FundingInfo@teex.tamu.edu or visit teex.org/about-us/funding-services/.

VETERANS SERVICES

From service with the Army, Marine Corps, Navy, Air Force or Coast Guard, the path for veterans looking for a new career begins with training in one of the many face-to-face certificate programs approved for Veteran Affairs (VA) education benefits at TEEX. These include courses focused on firefighting, law enforcement, and additional courses that we strive to expand every year.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at benefits.va.gov/gibill.

Contact our Veterans Services Program staff at VeteranServices@teex.tamu.edu. You can also visit our website for a course list at teex.org/va.

REFUNDS

If a TEEX participant is unable to attend a class for which they have registered, they must contact the program representative found on the course description or course confirmation in advance to either transfer or cancel the registration.

The policies listed below differentiates vocational courses in some cases. Vocational courses include: Emergency Medical Technician (EMS110, EMS115, EMS116), Paramedic (EMS130, EMS135,

EMS136), Recruit Fire Academy (RFT001, ORA101), Lineworker Academy (EPP700), Tower Technician Level One (CEL100), Central Texas Police Academy (TPA100), and Unexploded Ordnance Technician Level 1 (UXO200).

In specific cases (e.g. testing fees), this refund policy is not applicable and the alternate guidelines will be outlined in the course description

Transfers

Participants that are unable to attend a course may contact the TEEEX representative listed on the website course description up to the first day of a course to transfer to another delivery. If the other course delivery has a price difference, participants must pay the difference or will be refunded the difference, as applicable.

Participants enrolled in vocational programs will comply with the policies listed below.

- Participants that are unable to attend a course may contact the training program representative 14 calendar days prior to the course start date to transfer to another course delivery. If the other course delivery has a price difference, participants must pay the difference or will be refunded the difference, as applicable.
- Participants that transfer will pay the \$75 application fee for each transfer and must have a new signed enrollment agreement in place.

Cancellations

Participants who cancel within 14 calendar days of the start of class for classes with a tuition that is \$50.00 or less will not receive a refund. For classes with a tuition over \$50.01, participants will be charged a \$50.00 registration fee or 10% of the class tuition, whichever is greater, not to exceed \$500.00. Participants that cancel prior to 14 calendar days of the class start date will receive a full refund. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation. If TEEEX cancels a course, participants will be refunded all monies or transferred to another course delivery.

Participants enrolled in vocational programs will comply with the policies listed below. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation.

- TEEEX will retain the non-refundable application fee of \$75 and charge an additional \$125 processing fee for a total of \$200.
- If TEEEX cancels a course prior to start of class, the participant will be refunded all monies, including the application fee.

- If TEEX determines that an applicant is ineligible to enroll or if a prospective international participant has their visa application denied, a full refund of all monies paid will be made to the applicant, less the application fee of \$75.

No Shows

Participants considered no shows for classes with a tuition that is \$50.00 or less will not receive a refund. For classes with a tuition over \$50.01, participants will be charged a \$50.00 registration fee or 10% of the class tuition, whichever is greater, not to exceed \$500.00. Participants who no show will receive their refund, less applicable fees, within 45 calendar days of the last scheduled day of class.

Participants enrolled in vocational programs will comply with the policies listed below. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation.

- TEEX will retain the non-refundable application fee of \$75 and charge an additional \$125 processing fee for a total of \$200.

eLearning Courses

Refunds are not available for eLearning courses once a participant has logged into the course or an etoken has been issued. Elearning courses cannot be transferred from one participant to another. Participants who cancel the eLearning course prior to logging in will be refunded in accordance with the cancellation policy above.

Correspondence Courses

Refunds are not available for correspondence courses once TEEX receives shipping confirmation that course materials have been delivered to the participant. Correspondence courses cannot be transferred from one participant to another participant once a participant has started the program.

Withdrawal

Participants who begin an avocational class and withdraw before the completion of the class are not eligible for refunds.

Participants enrolled in vocational programs will comply with the policies listed below. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation.

- After the first day through 50% of the program, the refunded amount to participants that withdraw is prorated based on the portion completed, plus TEEX will retain the \$75 non-refundable application fee and 10% of the unused tuition for the period that was not completed, up to a maximum of \$1,000.
- Participants who begin the program and withdraw prior to 50% of program completion are subject to refund amounts based on last day of attendance and be issued the refund within 45 calendar days from the documented date of determination. Refund amounts, and non-refundable items, are delineated in the program enrollment agreement.
- Participants that withdraw after completing 50% of a program are not eligible for refunds.

Dismissal

Participants who begin a class and are dismissed by TEEX before the completion of the class are not eligible for refunds.

Participants enrolled in vocational programs will comply with the policies listed below. Participants will receive their refund, less applicable fees, within 45 calendar days of the date of cancellation.

- After the first day through 50% of the program, the refunded amount to participants that are dismissed is prorated based on the portion completed, plus TEEX will retain the \$75 non-refundable application fee and 10% of the unused tuition for the period that was not completed, up to a maximum of \$1,000.
- Participants who begin the program and are dismissed prior to 50% of program completion are subject to refund amounts based on last day of attendance and be issued the refund within 45 calendar days from the documented date of determination. Refund amounts, and non-refundable items, are delineated in the program enrollment agreement.
- Participants that are dismissed after completing 50% of a program are not eligible for refunds.

Veterans

Cancellations or refunds for veterans must follow the current Veteran Administration requirements. Contact the TEEX Veterans Liaison (VeteranServices@teex.tamu.edu) for assistance.

Participant Appeal Refunded Amount

If the refunded amount issued is in conflict with the participant refund policies stated above, a report may be filed with the TEEX SES/Student Services Department at teex.org/complaint.

PARTICIPANT SERVICES

PARTICIPANT SERVICES

The services that TEEEX provides participants vary by campus (e.g., Wi-Fi or computer lab access). The class instructor will inform participants of available services at the location where the class is being held, when applicable.

PARTICIPANT TRAINING HISTORY AND CERTIFICATES

Participants who would like copies of their training history or certificates should contact the TEEEX Student Records Office at 979-458-6833 or StudentRecords@teex.tamu.edu. The course history includes the course(s) completed, completion status, and dates of enrollment. Printing or shipping fees may apply.

TEEEX recommends that participants set up an account on the student portal to review history and/or print certificates at no cost. Go to my.teex.org to set up an account.

PARTICIPANT HOUSING/LODGING

Participants are responsible for obtaining their own housing or lodging, unless a TEEEX course or activity specifically offers housing or lodging. For lodging assistance or questions, participants are encouraged to contact the TEEEX representative listed on the course description found on teex.org or contact the Convention and Visitor's Bureau for the city where the TEEEX course is being held.

TEEEX CAREER SERVICES

The TEEEX Career Services Department can assist participants with resume writing and techniques to improve interview skills. The TEEEX Career Services representative can be reached at CareerServices@teex.tamu.edu. TEEEX does not guarantee employment for participants that complete our courses.

INTERNATIONAL SERVICES

The TEEEX Fire Recruit Academy is currently the only vocational program approved to issue Form I-20M to international participants. The form is required to obtain an M-1 Visa to study in the United States; other vocational programs are not certified to enroll international participants at this time.

International participants wishing to attend TEEEX avocational courses in the United States should contact their local U.S Embassy or Consulate about other non-immigrant visa options. TEEEX is not able to provide visa advice or assist with visa issues for these courses.

If you have any questions, please contact the International Services Office at InternationalStudents@teex.tamu.edu or 979-209-0859. Visit our website at teex.org/resources/international-services/ for more information.

DISABILITY RESOURCES

In compliance with the Americans with Disability Act (ADA) of 1990, TEEEX will make reasonable accommodations for participants with disabilities.

To ensure TEEEX is able to make reasonable accommodations, participants should communicate their needs at least two weeks prior to attending a course or activity. Documentation may be required. To initiate the review process, participants should read the information found on teex.org/disability-accommodations/ and complete the [Accommodation Request Form](#). For additional questions or to check the status of a request, contact our Accessibility Coordinator at 979-213-6789 or StudentServices@teex.tamu.edu.

Participants requiring accommodation through the ADA must review their approved accommodations with the instructor on the first day of class.

PARTICIPANT SAFETY

Safety of our participants is a core value for TEEEX. At some locations, emergency services are available on site, while others have emergency service contact information posted in the classrooms. The class instructor should review safety procedures at the beginning of class.

Participants that have fever (100°F or higher) or other symptoms of acute illness are highly encouraged to refrain from attending class to prevent the spreading of illness to classmates and TEEEX staff. Participants that come to class with a fever may be asked to leave.

TEEX POLICIES AND EXPECTATIONS

PARTICIPANT CODE OF CONDUCT

Participants attending TEEX sponsored events are expected to comply with the TEEX Participant Code of Conduct. Failure to follow this code may result in disciplinary action.

Participant Code of Conduct:

- Follow TEEX policies and local, state, or federal laws.
- Comply with directions of TEEX instructors, administrators, or authorized personnel.
- Respect fellow participants and TEEX staff by not discriminating or harassing individuals on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.
- Support a safe and healthy learning environment.
- Avoid participating in hazing or conduct that threatens or endangers the mental or physical health or safety of others.
- Do not participate in academically dishonest actions such as cheating, plagiarizing, fabricating or falsifying work, or impersonating another in training/testing environment.

CONDUCT DURING LIVE ONLINE INSTRUCTOR-LED COURSES

The safety of our participants is our utmost priority. In the event it is determined that a participant is actively driving a vehicle during a live online instructor-led class, the instructor will ask the participant to pull over and find a safe location in which to focus and participate. If the participant does not or cannot comply with attending the class without driving the vehicle, the instructor will dismiss the participant from the class. Online training (to include virtual) is non-refundable once the class has started. A dismissed participant may submit an appeal through our participant appeal process.

Additional considerations for these types of courses include the following:

- While the dress code for the virtual classroom is more relaxed than the traditional classroom, participants are expected to dress and be groomed in a respectful and appropriate manner during their virtual class sessions. The appropriateness of virtual classroom dress /grooming is at the discretion of the instructor.
- Some virtual courses may require you to be visible throughout the session. If the instructor requests that you keep your video on throughout the class, you must do so.
- Similarly, any request to turn off the video must also be promptly followed.
- Your audio must be muted throughout the session unless the instructor provides guidance to do otherwise or it is your turn to speak in class. Leaving on your audio will cause a distraction and disturbance to the class.
- Your screen name must match your registration name for attendance tracking purposes.

DISCIPLINARY PROCEDURES

Participants who violate the TEEEX Participant Code of Conduct may be subject to disciplinary action. Disciplinary actions may include verbal reprimand, written reprimand, probation or dismissal from a training program or TEEEX.

Participants found responsible for any violation may file an appeal within thirty (30) calendar days from the sanction date.

If TEEEX becomes aware that a participant may have violated the law, TEEEX will report the circumstance to law enforcement.

PARTICIPANT COMPLAINT AND APPEAL PROCESS

TEEEX encourages participants to discuss complaints informally with TEEEX staff; however, TEEEX offers a formal appeal and complaint process as referenced in SAP 13.99.99.N0.04, found on teex.org. Participants can file a formal report by going to teex.org/complaint.

If you have any questions, please contact TEEEX Strategic & Education Services at StudentServices@teex.tamu.edu.

REPORTING AN ACCIDENT, INJURY, OR ILLNESS

Participants who witness an accident, are personally injured, or become ill while attending a TEEEX-sponsored event, should report the accident, injury, or illness to the instructor or other member of the TEEEX staff as soon as possible.

DO THE RIGHT THING

The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities, we want you to report it. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.

We encourage you to report such issues through the Risk, Fraud & Misconduct Hotline, a telephone and web-based reporting system, by calling 1-888-501-3850 or selecting “file a report” at the top of the page at ethicspoint.com. The hotline is independently operated and available 24 hours a day, 7 days a week. Reports can be submitted anonymously, and will be forwarded to the appropriate institution or agency official for action.

The EthicsPoint hotline is managed by the Texas A&M University System. The individuals listed below are the respective leads for their System departments:

Janet Gordon, System Ethics and Compliance Officer

Charlie Hrnrcir, Chief Auditor

COURSE ATTIRE/PERSONAL PROTECTIVE EQUIPMENT (PPE)

Participants will follow the course attire and/or PPE requirements, as specified in the course description found on teex.org or course confirmation notification, when applicable.

TOBACCO PRODUCTS AND DEVICES

All forms of smoking and tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, snuff and chewing tobacco, and electronic cigarettes (includes vapors, personal vaporizers, tanks and other electronic nicotine delivery system) are prohibited in all TEEEX facilities and properties. Facilities means all grounds, buildings and structures, sidewalks and walkways, parking structures, and all vehicles owned, leased, or otherwise controlled by TEEEX.

CARRYING WEAPONS

A handgun license holder under Chapter 411, Texas Government Code, may carry a concealed handgun on or about their person while the license holder is on TEEEX property. There is no open carry allowed on TEEEX property. Licensed peace officers are authorized by law to carry firearms.

In Texas, licensed handgun holders must follow any legally posted restrictions (Chapter 411 30.06, 30.07), whether concealed or open carry, on non-TEEX property or at TEEEX special events. Other state laws will apply when training is held in another state.

DRUG USAGE

TEEX prohibits the use, sale, attempted sale, conveyance, distribution, manufacturing, cultivation, dispensation, purchase, attempted purchase, and possession of illicit drugs, intoxicants, or controlled substances, at any time and in any amount or in any manner. Additionally, TEEEX prohibits the use of medications for which the participant does not have a valid prescription or the use of prescription medication in a manner inconsistent with the prescription. A participant taking any medication that may limit his/her ability to fully or safely participate in a TEEEX course or activity should inform their instructor.

ALCOHOL USAGE

The use, possession, or distribution of alcoholic beverages is prohibited on TEEEX property, during a TEEEX course, or at TEEEX-sponsored events, unless exclusive authority is provided by the TEEEX Agency Director.

COPYRIGHT GUIDELINES

Participants are required to comply with the copyright guidelines found within the materials distributed during a course. Courses that use TEEEX-produced materials are subject to copyright protection and do not allow for the publications to be reproduced, distributed, or transmitted in any form or by any means without prior written approval from TEEEX. Unauthorized use of materials may be subject to legal action.

PERSONAL BELONGINGS

Participants are responsible for securing their personal belongings while attending TEEEX-sponsored events. TEEEX is not responsible for the loss or theft of personal belongings.

CELL PHONE AND ELECTRONIC DEVICES

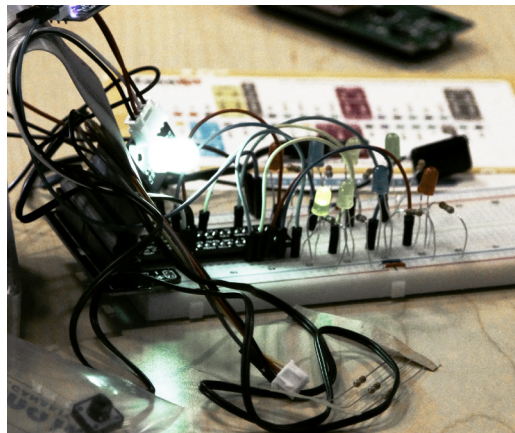
Cell phones and other electronic devices will not be allowed to pose as a distraction to other participants or the instructor of the course. Participants may be asked to silence device(s) at the beginning of class and/or excuse themselves from class to make/receive phone calls. Participants should follow the direction of their instructor on usage of electronic devices during the course.

USAGE OF CAMERAS AND RECORDING DEVICES

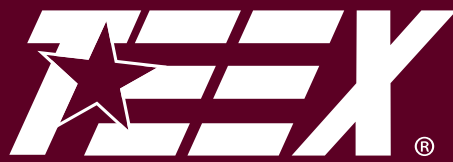
Participants are not permitted to record or photograph TEEEX training or activity without prior approval by appropriate TEEEX personnel, such as the class instructor or marketing department.

TEEX ELECTRONIC RESOURCES

TEEX provides electronic devices or resources for use during some classes. Participants are expected to use these resources in accordance with the prescribed guidelines provided by the instructor. Failure to follow the usage guidelines may result in the removal of the TEEEX property from the participant and/or holding the participant financially responsible for damages.



TEXAS A&M ENGINEERING



EXTENSION SERVICE