STUDENTS REGISTERED FOR MULTIPLE COURSES IN A DAY

1. The Training Center is open to students from 6:30 am to 3:30 pm. All courses need to be completed during this time period.

2. A walk-in student may not start a new CBT course in the computer lab after 1:30 pm. A student may resume taking a CBT course he/she started earlier in the day after 2:00 pm but must be finished by 3:30 pm.
   a. The computer based courses typically take between 60 minutes and 120 minutes to complete depending on the course content. However, some students take longer.
   b. On average, a student should be able to complete up to 4 courses on a day the student is taking the 4.5-hr CSO class, including the CSO course. This depend on the mix of courses the student is registered for and the pace the student completes the courses.
   c. On average, a student should be able to complete up to 5 courses on a day the student is taking the 2.5-hr CSR class, including the CSR course. This depends on the mix of courses the student is registered for and the pace the student completes the courses.
   d. If a student takes breaks at his/her own discretion, he/she may not have sufficient time to complete all of the registered courses.
   e. A student may decide to take fewer courses than he/she is registered for. The student will be directed to contact his/her employer to discuss this issue.
   f. Once a student begins taking a CBT course, he/she will be expected to complete the course unless extraordinary conditions occur.
   g. TRMA staff will not remove a course from the student's registration unless requested by the employer's contact, or the student completes a course cancellation form. The employer's contact should be encouraged to cancel and/or reschedule a course themselves.
   h. An employer needs to notify TRMA staff before entering a registration for a course after the student has checked-in for training for the day.

3. Students taking CSO/CSR will have priority to seating in the computer lab. Consequently, a student that is taking only CBT courses on a given day, might be asked to take a break and return later in the day so there is room in the CBT lab for all students taking CSO/CSR and associated CBT courses.

4. Students that show-up for training without being properly registered shall be directed to contact their employer so a proper registration can be completed.

5. When a course registration is successfully completed it is an indication that the registration meets the business rules for that course and that student. When the business rules are not satisfied, the registration system will not allow a registration for that course to be completed.

Contact safety center with requests for special accommodations 815-774-6071 or training@trma.org.