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## **CTEC PROVIDER ADMINISTRATOR/ON-SITE COORDINATOR**

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- (a) – CTEC Administrator:** Each provider will designate a CTEC Administrator who is the main contact person with CTEC. A provider must notify CTEC, in writing within 10 days, of a change in CTEC Administrator.
- (b) - On-Site Coordinator:** Along with the CTEC Administrator, each provider will also designate an On-Site Coordinator who will actually be in attendance during a contact class (this person might be, but is not limited to, an instructor, school coordinator, owner or manager), or have direct access to all paperwork submitted for a self-study course.

Approved September 15, 2000  
CTEC Board of Directors  
**Responsibility: Curriculum Provider Standards Committee**