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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) – Provider Contact Information:** The CTEC Administrator shall have the responsibility to maintain and update the provider contact information with CTEC. CTEC shall be advised of changes within 10 days. Contact information included in this requirement includes:
- CTEC Administrator Phone Number
  - CTEC Administrator Email
  - Provider Mailing Address
  - Provider Website Address
- (c) - On-Site Coordinator:** Along with the CTEC Administrator, each provider will also designate an On-Site Coordinator who will be in attendance during a contact class (this person may be, but is not limited to, an instructor, school coordinator, owner or manager), or have direct access to all paperwork submitted, to CTEC, for a self-study course.

Approved September 15, 2000

CTEC Board of Directors

**Responsibility: Curriculum Provider Standards Committee**