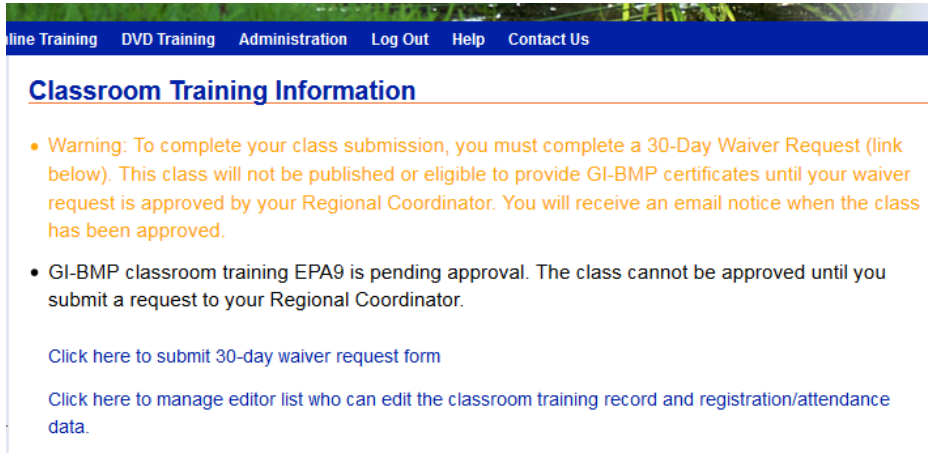


GI-BMP 30-Day Waiver Online Request Procedure for Scheduling Late Classes

When a training provider adds a class to the GI-BMP site that is less than 30 days away:

- A “warning” message and instructions will be displayed when the class is saved.



The screenshot shows a navigation bar with links: Home Training, DVD Training, Administration, Log Out, Help, Contact Us. Below the navigation bar is the heading "Classroom Training Information". A warning message is displayed in orange text: "Warning: To complete your class submission, you must complete a 30-Day Waiver Request (link below). This class will not be published or eligible to provide GI-BMP certificates until your waiver request is approved by your Regional Coordinator. You will receive an email notice when the class has been approved." Below the warning are two bullet points: "GI-BMP classroom training EPA9 is pending approval. The class cannot be approved until you submit a request to your Regional Coordinator." and "Click here to submit 30-day waiver request form". At the bottom, there is a link: "Click here to manage editor list who can edit the classroom training record and registration/attendance data."

- Click the first link to submit a waiver request form. Fill in the Justification text box and click submit. The requester information will be added automatically.

30-Day Waiver Request

* indicates a required field

Class Information

Class ID: FBH5
Class Date : 03/31/2016 07:30 AM - 02:45 PM
Location: New Place
2929 14th St
High Springs ALACHUA FL
Lead Instructor : Bain, CJ 9 T.
Organization : bob's house

Requester Information

Username:
Name:
Email:

Waiver Request Information

Request Date: Fri Jan 15 14:41:12 EST 2016

Justification *:

Approval Information

Approved by:
Approved Date:

- When the form is submitted, an email notification with all the waiver request information is sent to the Regional Coordinators and the State Office, as well as a copy to the Training Provider.
- When the Coordinator approves the class online, a confirmation email is sent to the Training Provider and the approved class is published to the class schedule automatically.
- If no confirmation email is received, it is the Training Provider's responsibility to follow up to be sure the class is approved and posted. No certificates will be issued for classes that are not posted on the statewide Class Schedule at <https://gibmp.ifas.ufl.edu>.

Additional Notes:

- If the training provider does not submit the waiver request immediately after adding the class, they can do it later from their "My Classes" page by clicking the "30-Day Waiver Request" button which is available for all "pending" classes.
- The 30-Day Waiver form can be viewed from My Classes until it has been approved. The user can also edit and re-submit the justification.