



May 2026

Advisory Committee

NHRTAP Advisory Committee Meeting Notes

Date: May 28, 2026

Time: 11:00 AM – 12:00 PM

Attendees: Cathy, Sarah, Fred, Teri Palmer, Terri Paige, James Berquist, Carol Zangla, Ashley Manning, Julie Schafer, Tammy Buttweiler

Agenda

1. SFY 2027 Training Calendar Review and Discussion
2. SFY 2026 Training Budget Review
3. Training Policy Review and Discussion

1. SFY 2027 Training Calendar Review

SFY 2027 Training Budget

The estimated NHRTAP training budget for SFY 2027 is **\$37,056.74**. This estimate includes **\$5,000 in direct travel expenses**.

Estimated Training Costs

Training Type	Estimated Cost
8-Hour Passenger Assistance Training (PAT)	\$1,245
6-Hour In-Person Emergency Procedures (EP) & Defensive Driving (DD)	\$1,059
4-Hour Refresher Training	\$927

Training Planning Discussion

- Julie reported that approximately **\$30,021** has been spent in SFY 2026, leaving roughly **\$6,000 available**. This amount may change slightly if all May Instructor Certification (IC) trainer expenses have not yet been processed through accounting.
- The focus of NHRTAP-funded training will remain on **Section 5311 agencies**.
- Section 5310 agencies may attend NHRTAP trainings if space is available but will not have trainings specifically scheduled at their locations.
- Section 5310 participants may attend trainings hosted in Concord.
- A July training session in Concord is planned to include:
 - Passenger Assistance Training (PAT)
 - Defensive Driving (DD)
 - Emergency Procedures (EP)

Alternative Training Resources

- National RTAP online courses remain available.



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- CTAA's PASS program was discussed; the cost is typically greater than \$2,500 and generally includes both online and onsite components.
- Independent Contractor (IC) trainers may be hired directly by 5310 agencies.
- Teri Palmer indicated availability to provide training support for 5310 agencies.

Refresher Training Discussion

- PASS certification requires refresher training every two years; other certifications may allow up to three years depending on program requirements.
- No refresher courses are currently being scheduled through NHRTAP.
- For PAT, consideration was given to using the afternoon portion of the 8-hour course as a refresher option, though timing and logistics may be challenging.

Class Size and Scheduling

- Maximum class size depends on facility capacity:
 - Concord: approximately 20 participants
 - Berlin: approximately 22 participants
- PAT classes are generally limited to 12 participants per trainer due to hands-on requirements involving vehicles, wheelchairs, and available space.
- Additional trainers can increase class capacity.
- Minimum class size is generally three participants, although exceptions may be considered based on demonstrated need.
- Agencies should anticipate staff travel to training locations.
- Training schedules will be developed in advance to assist agencies with planning.
- Saturday training opportunities may be explored.

Agency Training Needs

- Scholarship funding provided to 5310 agencies contributed to higher-than-anticipated training expenditures.
- James indicated that Southwestern Community Services (SCS) staff have completed online training and would benefit from in-person training opportunities.
- Keene was identified as a preferred location for a July training session.
- SCS anticipates needing approximately three trainings in 2027.
- Transit managers were encouraged to proactively monitor certification expiration dates and schedule training before credentials expire.
- Many 5311 agencies are entering the timeframe where staff will need recertification training.

Train-the-Trainer Program

- Interest was expressed in expanding participation in Train-the-Trainer opportunities.
- All trainers are required to complete annual recertification.
- IC trainer refreshers are an RLS contract expense.
- September was identified as the preferred timeframe for scheduling both:
 - Train-the-Trainer sessions
 - IC Trainer Recertification activities



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2. Training Policy Discussion

Section 5310 Guidance

- Cathy will develop and distribute guidance outlining training expectations and eligibility considerations for Section 5310 agencies.

Historical Training Decisions

- Tammy will review notes from previous advisory committee meetings to identify and document prior decisions related to training policies and practices.

Action Items

Action Item	Responsible Party
Investigate opportunities to reduce training costs where feasible.	Terri Paige
Schedule July PAT, DD, and EP training in Concord.	NHRTAP Team
Develop and distribute Section 5310 training guidance.	Cathy (sent
Review previous meeting notes and summarize prior training-related decisions.	Tammy
Explore scheduling Train-the-Trainer and IC Recertification activities in September.	NHRTAP Team
Continue development of the SFY 2027 training calendar based on identified agency needs.	5311 Agencies & NHRTAP Team