## Request for Approval under the “Generic Clearance Collection for Meetings, Events, Registrations, and Miscellaneous Forms”

## (OMB Control Number: 0690-0038)



**TITLE OF INFORMATION COLLECTION:**

Environmental Science Training Center professional development registration

**PURPOSE:** To gather information from educators who will be attending Environmental Science Training Center professional development opportunities(both virtual and in-person). The intent of this information is to learn where participants teach and what subjects and audiences they teach so we can adjust the content to best meet our audience’s needs. This same information is also used to advertise future professional development opportunities and inform future workshop locations and content. For in-person workshops, we collect dietary information and leave additional space for participants to share any other information we should know to make the workshop as accessible as possible.

**DESCRIPTION OF RESPONDENTS**: Professional development opportunities through the Environmental Science Training Center (ESTC) are shared on the NOAA ESTC website, through regional listservs, by partner organizations, and with previous participants. Respondents will be from various education sectors, including formal pK-12 educators, nonformal education facilities, institutions of higher education, nonprofit organizations, or the interested public looking to learn more about using NOAA data in education and educational frameworks focused on local environmental issues and outdoor learning.

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form [ ] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[ ] Focus Group [X] Other: \_\_\_Registration\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is a low burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: \_\_\_\_Bart Merrick\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [X] Yes [ ] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [X ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [X] Yes [ ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] No

**BURDEN HOURS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Respondent**  | **No. of Respondents** | **Participation Time** | **Burden Hours** |
| Individuals or Households | 1,500 | 3 minutes | 75 |
|  |  |  |  |
| **Totals** | **1,500** |  | **75** |

**FEDERAL COST:** The estimated annual cost to the Federal government is \_\_$1,227\_\_\_\_\_\_\_

Cost was calculated using the Rest of U.S. locality rate for a ZA-2 at 1% effort.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? [X] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select the respondents.

Potential respondents include educators from the Chesapeake Bay watershed region. Registration is accepted on a first-come first-served basis.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

[X] Web-based or other forms of Social Media

[ ] Telephone

[ ] In-person

[ ] Mail

[ ] Other, Explain

1. Will interviewers or facilitators be used? [ ] Yes [X] No

**Required Additional Information**

1. Line of Business: Natural Resources

2. Subfunction: Conservation, Marine, and Land Management

3. Privacy Act System of Records: COMMERCE/NOAA-11

4. Federal Registration citation information: 82 FR 3721

5. Number of respondents for small entities: 0

6. Percentage of respondents reporting electronically: 100

**Please submit all instruments, instructions, correspondences (emails, letters, etc.) to respondents, and scripts as separate documents along with this request document.**

**Every instrument must have the following displayed –**

**OMB Control No. 0690-0038**

**Expiration Date: 07/31/2026**