

WORKFORCE SOLUTIONS TEXOMA
MANDATORY TRAINING (WST POLICY & PROCEDURES, CHAPTER 17)

Tracking		Type of Training	Who	New Hire	Annual Requirement
Board	Contractor				
Initially: All Staff Annually: Board Staff	Annually: Contractor Staff	Fraud Prevention and Detection (FRAUD)	Board Staff Contractor Staff	Within 30 days of being given access to any TWC System	Yes
Initially: All Staff Annually: Board Staff	Annually: Contractor Staff	Information Technology (IT) Security Awareness (ITSECU)	Board Staff Contractor Staff Partner Staff (All Users of TWC Information Resources, Systems & Networks)	Within 30 days of being given access to any TWC System	Yes
n/a	Initially & Annually	Assistive Technology / Equipment Training	Contractor Staff	Within 90 days of employment	Yes
Board Staff: Initially & Annually	Contractor Staff: Initially & Annually	Nondiscrimination and Equal Opportunity (EO) Training - Discrimination Complaint Process Trng	Board EO Officer Contractor Complaint Takers Other Staff who Process Complaints	Within 90 days of Employment	Yes
n/a	Initially & Annually	Nondiscrimination and Equal Opportunity (EO) Training - 1) Welcoming Customers with Disabilities <i>or</i> 2) EO in the WIA	Contractor Staff	Within 90 days of Employment	Yes
Board Staff: Annually	Contractor Staff: Annually	Migrant and Seasonal Farm Worker (MSFW)	Board Monitoring Staff Contractor Staff	n/a	Yes
Initially: All Staff Annually: Board Staff	Annually: Contractor Staff	CC Automation Security Awareness	Required per WD 09-04 , Child Care: Automation Security Awareness Training (2/2/04)	Within 5 days of employment	Yes

Tracking		Type of Training	Who	New Hire	Annual Requirement
Board	Contractor				
n/a	Contractor Staff: One-time	Domestic / Family Violence	Board and Contractor Staff who provide customer information, recommends or imposes sanctions, assesses employment readiness or provides employment planning/retention services.	One-time only	No
Board Staff: One-time	Contractor Staff: One-time	ADA Overview and Amendments Act of 2008 for Supervisors	Board and Contractor Supervisors / Managers, EO Officers, and Designated Complaint Takers by the ADA Amendments Act, effective 1/1/2009.	One-time only	No
BOARD MEMBERS / BOARD STAFF TRAINING ONLY					
Board Members & Board Staff: One-time	n/a	Open Meetings & Public Information Act	Board Members: 1 Course Each - Open Meetings Act & Public Information Act Board Staff: Public Information Officer & Back-up - Public Information Act Training Course	Within 90 days of appointment	No