

Office of Compliance Programs (OCP) Training Procedures

1. Training Delivery

There are three (3) modes of delivering training:

- a. Online via the Compliance and Training System (CATS)
- b. Classroom or in-person
- d. Reciprocal

2. Training Formats Available in CATS

There are three online training formats:

- a. Lessons and associated tests.
- b. Notices that must be acknowledged.
- c. Forms that must be filled out.

3. Training Content and Material

The compliance training coordinator will maintain the content of each training module as necessary to support all modes of delivery. These include but are not limited to:

- a. PowerPoint presentations for classroom or in-person.
- b. Paper packets for self-paced, classroom or in-person.
- c. Portable Document Format (PDF) for online.
- d. Hyper Text Markup Language (HTML) for online.

4. Notification of Training Requirements

- a. Workforce members and affiliates shall receive a system generated email each month regarding training requirements.
- b. Department heads, compliance liaisons, and/or sponsors shall receive a monthly training status report for all their respective faculty, staff and affiliates in their department.

5. Requests for Training Documentation

Requests for documentation of training should be sent via email to OCP at nocompliance@lsuhsc.edu.

6. Requests for Reciprocal Credit

Requests for exemption from a particular training course should be sent via email to OCP at nocompliance@lsuhsc.edu.

6. – (Cont.)

The email must include:

- a. A copy of the training course content completed by the individual at the other institution.
- b. Documentation (i.e. certificate(s) or transcripts) from the sponsoring institution certifying that he individual successfully completed the training course.

7. Trainer Role Access

- a. Departments who elect to designate an individual to have access to real-time training requirements and completion information may request Trainer Role access for the designated individual.
- b. Requests for access to view department personnel's training status should be sent via email to OCP at nocompliance@lsuhsc.edu.
- c. Once access has been granted, the compliance training coordinator shall provide instructions to the faculty or staff member.