

Office of Compliance Programs (OCP) Training Procedures

1. Training Delivery

There are four modes of delivering training:

- a. Online via the Knowledge Delivery System (KDS)
- b. Classroom or in-person
- c. Self-paced, paper based
- d. Reciprocal

2. Training Format

There are three 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 with email accounts in the lsuhsc.edu domain shall receive a system generated email each month regarding training requirements. Sponsors will be notified of training requirements for affiliates without a lsuhsc.edu domain.
- b. Department heads, compliance liaisons, and/or sponsors shall receive a monthly training status report for all faculty, staff and affiliates in their department.

5. Requests for Training Documentation

Requests for documentation of training should be sent via email to Genean Mathieu (gmathi@lsuhsc.edu) or nocompliance@lsuhsc.edu.

6. Requests for Exemption

Requests for exemption from a particular training standard should be sent via email to Genean Mathieu (gmathi@lsuhsc.edu) or nocompliance@lsuhsc.edu.

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 Trainer Role access should be sent via email to Genean Mathieu (gmathi@lsuhsc.edu) or nocompliance@lsuhsc.edu.
- c. Once access has been granted, the compliance training coordinator shall provide instructions to the faculty or staff member.