

POLICY AND PROCEDURE MANUAL



TEXAS OFFICE OF CONSUMER
CREDIT COMMISSIONER

Policy # 500

Last Review Date: September 2015

Original Effective Date: 2000

Amendment Effective Date: November 2015

Section: Human Resources

Subject: Training Policy

Background

Chapter 656, Subchapter C of the Texas Government Code authorizes each agency to develop programs for training and educating its employees, and to pay for such programs from available agency funds. This policy formally implements that legislation.

Overall Policy and Objectives

The OCCC's policy is to ensure that adequate training is available to all employees, consistent with their role and the agency's needs and resources. The objective of this policy statement is to clarify and formalize existing guidelines governing training activities, and provide a framework for consistency of training among employees.

The OCCC provides classroom and on-the-job training to assist all employees in obtaining the knowledge and skills necessary to fulfill their role in achieving the OCCC's mission. Each employee is responsible for taking the initiative to pursue and learn from the training opportunities provided. The agency will select employees for training without regard to race, color, religion, national origin, age, sex, or disability.

The agency will offer training opportunities on an equitable basis, consistent with OCCC resources, and the following priorities:

- Developing and maintaining adequate employee knowledge and skills to meet the needs of each division;
- Enabling employees to perform their current duties and responsibilities in the most effective and efficient manner possible;
- Providing career development opportunity; and
- Preparing for future technology and development.

Implementation of Training

Employees and their supervisors have joint responsibility for identifying training needs and suitable course providers. The employee's supervisor must approve individual training requests to certify agreement with the allocation of resources.

When an employee identifies a course for attendance, the employee or the employee's supervisor should complete a purchase request form. The supervisor should review, approve, and forward the completed request form according to purchasing procedures.

The director for consumer protection will guide training for examiners. Examiner training begins immediately upon employment with the agency, and is supplemented on at least an annual basis, preferably in conjunction with other examiners.

Training Manual Policies And Procedures Template

Mitch Tulloch



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The Case Manager's Training Manual David W. Plocher, Patricia L. Metzger, 2001 Stem Cell and Bone Marrow Transplantation
Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

MCSE/MCSA Training Guide (70-215) Dennis Maione, 2002 With this book readers master the skills and concepts necessary to implement administer and troubleshoot information systems that incorporate Microsoft Windows 2000 Server Readers preparing for this exam find the Training Guide series to be the most successful self study tool in the market

HIPAA Certification Training Official Guide: CHPSE, CHSE, CHPE Supremus Group LLC, 2014-05-26 **Training Guide** Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities **Training Guide Configuring Advanced Windows Server 2012 R2 Services (MCSA)** Orin Thomas, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on configuration of advanced services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Focuses on job role specific expertise for advanced configuration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 412 Topics include Advanced Active Directory Infrastructure Active Directory Sites and Replication Advanced DHCP and DNS Active Directory Certificate Services Backup and Recovery Advanced File Services and Storage High Availability Site Resilience Dynamic Access Control and Active Directory Rights Management Services Active Directory Federation Services

MCSE 70-293 Training Guide Will Schmied, Robert Shimonski, 2003 bull bull Thorough instruction and plenty of hands on experiences designed to help readers pass the 70 293 exam bull A complete practice exam and answer key with

explanations included in the book but a great reference book with plenty of step by step instructions to keep for real world use but the famous Fast Facts tool used for last minute cramming and study **Training Guide Administering Windows Server 2012 R2 (MCSA)** Orin Thomas, 2014-05-12 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on core infrastructure administration for Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Focuses on job role specific expertise for core infrastructure administration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 411 Topics include Deploying and updating Windows Server 2012 R2 Managing account policies and service accounts Configuring name resolution Administering Active Directory Managing Group Policy application and infrastructure Configuring Group Policy settings and preferences Administering network policies Administering remote access Managing file services Monitoring and auditing Windows Server 2012 R2 *"Tribal Perspectives" of the Tübatulabal Baskets in the California State Parks Museum Resource Center* Donna Miranda-Begay, 2011-12-11 Tribal Perspectives of Tübatulabal Tribal Baskets located at California State Parks Museum Resource Center Includes Tribal Language Basket designs and patterns and Tribal History **Tribal MICS IT** Donna Miranda-Begay, 2012-12-31 As Tribal Gaming technology evolves in the United States Tribal Councils Tribal Casino Executives Tribal Gaming Authorities and Tribal IT Operations will experience changes in the Minimum Internal Control Standards for Information Technology MICS IT requirements This book offers a proactive approach in understanding IT Standards Tribal IT Organizational Models and preparedness for Tribal gaming IT regulatory changes The Author's goal for this book is to strengthen Tribal long term economic development and investment in their IT environment governance peopleware hardware software and knowledgeware Comprehensive Healthcare Simulation: Implementing Best Practices in Standardized Patient Methodology Gayle Gliva-McConvey, Catherine F. Nicholas, Lou Clark, 2020-10-15 This book brings to life best practices of Human Simulation maximizing the Standardized Patient SP methodology that has played a major role in health professions learning and assessment since the 1960s Each chapter reflects the Association of SP Educators Standards of Best Practices SOBPs and provides guidance for implementation Multiple insights are offered through embedded interviews with international experts to provide examples illustrating successful strategies The Human Simulation Continuum Model a practical and theoretical framework is introduced to guide educators in decision making processes associated with the full range of human simulation The Continuum Model spans improvisations structured role play embedded participants and simulated standardized patients This book also provides the full how to for SP methodology covering topics including case scenario development creating training material training techniques for case portrayal training communication and

feedback skills GTA MUTA PTA training SP program administration and professional development for SP Educators A pragmatic user friendly addition to the Comprehensive Healthcare Simulation series Implementing Best Practices in Standardized Patient Methodology is the first book framed by the ASPE SOBPs embracing best practices in human simulation and marshaling the vast expertise of a myriad of SP Educators Training Guide Configuring Windows Server 2012 Advanced Services (MCSA) Orin Thomas,2013-11-15 Configuring Advanced Windows Server 2012 Services Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on advanced configuration of services necessary to deploy manage and maintain a Windows Server 2012 infrastructure Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing advanced infrastructure services in Windows Server 2012 Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 412 Sharpen your skills Increase your expertise Configure full forest and domain trust relationships Configure Active Directory AD sites and manage AD replication Implement advanced DNS and DHCP solutions Install configure and manage AD Certificate Services Manage backups and recover servers Optimize storage and configure advanced file services Manage failover clustering and Network Load Balancing Move virtual machines from one Hyper V server to another Implement Dynamic Access Control and Active Directory RMS Implement Active Directory Federation Services Handbook of Improving Performance in the Workplace, Instructional Design and Training Delivery Kenneth H. Silber,Wellesley R. Foshay,2009-11-19 With the contributions from leading national and international scholars and practitioners this volume provides a state of the art look at ID addressing the major changes that have occurred in nearly every aspect of ID in the past decade and provides both theory and how to information for ID and performance improvement practitioners practitioners who must stay current in their field This volume goes beyond other ID references in its approach it is useful to students and practitioners at all levels it is grounded in the most current research and theory and it provides up to the minute coverage of topics not found in any other ID book It addresses timely topics such as cognitive task analysis instructional strategies based on cognitive research data collection methods games higher order problem solving and expertise psychomotor learning project management partnering with clients and managing a training function It also provides a new way of looking at what ID is and the most comprehensive history of ID ever published Sponsored by International Society for Performance Improvement ISPI the Handbook of Improving Performance in the Workplace three volume reference covers three core areas of interest including Instructional Design and Training Delivery Selecting and Implementing Performance Interventions and Measurement and Evaluation Training Guide Configuring Windows 8 (MCSA) Scott Lowe,Derek Schauland,Rick W. Vanover,2013-01-15 Designed to help network administrators develop real world job role specific skills this Training Guide focuses on deploying and

managing Windows 8 clients in the enterprise Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing Windows 8 clients Features pragmatic lessons exercises and practices Creates a foundation of skills which along with real world experience can be measured by Microsoft Certification exams such as 70 687

Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA) Mitch Tulloch,2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

Quality Management System Handbook for Product Development Companies Vivek Nanda,2005-01-27 Quality Management System Handbook for Product Development Companies describes a systematic approach for quality management and continuous improvement via a formal management system The approach centers on a high level process for defining a QMS from essential prerequisites to improvement mechanisms The book outlines the five major QMS

SSCP Systems Security Certified Practitioner Study Guide and DVD Training System Syngress,2003-03-25 The SSCP Study Guide and DVD Training System is a unique and comprehensive combination of text DVD quality instructor led training and Web based exam simulation and remediation These components will give the student 100% coverage of all ISC 2 official exam objectives and realistic exam simulation The SSCP Study Guide and DVD Training System consists of 1 SSCP Study Guide The 1 000 000 readers who have read previous Syngress Study Guides will find many familiar features in the Study Guide along with many new enhancements including Exercises There will be frequent use of step by step exercises with many screen captures and line drawings Exercises will be presented in sidebar like style and will run 1 to 2 pages Anatomy of a Question Question types will be diagrammed and analyzed to give readers access to the theory behind the questions themselves Teacher s Pet These will be written from the instructor s perspective and will provide insight into the teaching methodologies applied to certain objectives that will give readers the 2 000 worth of training in a 60 book feel These will be presented in sidebar like style and will run about 1 page Objectives Fast Track End of chapter element containing each A head from the chapter and succinct bullet points reviewing most important information from each section same as current Solutions Fast Track FAQs End of Chapter Frequently Asked Questions on objective content These

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Hospitality Security Darrell Clifton, 2022-12-23

Hospitality Security Managing Security in Today s Hotel Nightlife Entertainment and Tourism Environment Second Edition provides experience based proven methods for preventing and resolving the challenges faced by today s hospitality security staff and leadership The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities especially when combined with gaming environments Whether the reader is establishing or improving a professional proactive proprietary security force or the manager of a boutique hotel the practical methods described herein are applicable to everyone Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments how to assess those risks through threat and vulnerability assessments and methods to mitigate eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry

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The Anesthesia Technician and Technologist's Manual Glenn Woodworth, Jeffrey R. Kirsch, Shannon Sayers-Rana, 2012-10-22 The Anesthesia Technician and Technologist's Manual is a comprehensive review of the core knowledge necessary for the day to day workflow of an anesthesia technician or technologist The text is arranged into seven sections Careers in Anesthesia Technology Anatomy Physiology and Pharmacology Principles of Anesthesia Equipment Setup Operation and Maintenance Operating Room and Hospital Environment Operating Room Emergencies and Acronyms and Abbreviations This is also an ideal resource for those preparing for the ASATT certifying examination

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