



Training Policies

Policy 2.1: IACET Compliance Policy

The Division of Equity and workforce Development will comply with current ANSI/IACET standards.

Policy 2.2: Annual IACET Review Policy

The Division of Equity and workforce Development will review IACET Continued Education/Training (CE/T) standards and the compliance with the standards in the last quarter of each calendar year. Angela Hendrieth, Manager, is responsible for ensuring that this annual review procedure is implemented.

Policy 2.3: Participant Support Policy

The Division of Equity and workforce Development will provide support throughout the learning process by providing accurate course information, quality instruction including feedback, relevant course content, and timely resolution of any barriers to learning.

Policy 2.4: Exam Policy

The Division of Equity and workforce Development requires each course offering CEUs to have a multiple choice exam. The minimum number of exam questions will be proportional to the number of CEUs granted in a ratio of 10 questions for each CEU with a minimum of 10 questions and a maximum of 50 questions.

Policy 2.5: Instructor Qualifications Policy

The Division of Equity and workforce Development will only use qualified instructors and project managers to develop and teach courses.

Policy 2.6: Non-Discrimination Policy

The Division of Equity and workforce Development does not discriminate against participants on the basis of sex, gender, age, race, color, national origin, socioeconomic or ethnic background, religion, sexual orientation, gender identity, or disability. Discrimination against participants on the basis of sex, gender, age, race, color, national origin, socioeconomic or ethnic background, religion, sexual orientation, or disability will not be tolerated.

Policy 2.7: Proprietary Interest Policy

The Division of Equity and workforce Development and its instructors will disclose, in advance of each learning event, any proprietary interest in any products, instruments, devices, services, or material discussed during the experience, event or program, as well as the source of any third-party compensation related to the presentation.

Policy 2.8: Intellectual Property Rights Policy

The Division of Equity and workforce Development will respect the intellectual rights of its instructors. Specific intellectual property rights of the Division of Equity and workforce Development and instructors are detailed in contractual agreements between the parties.

Policy 2.9: Training Records Availability and Retention Policy

The Division of Equity and workforce Development will keep participant records current. Records will be maintained for at least seven years.

Policy 2.10: Client Privacy Policy

The Division of Equity and workforce Development will keep client personal information private.
