



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DK-5 Centralized Training Repository**

**APPROVED:** January 15, 2016      **REVISED:**  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** DK

Classification: Institutional

Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated contact: Centralized Training Repository

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**OBJECTIVE:** To establish guidelines for the Centralized Training Repository and data collection.

**PROCEDURE:**

**I. GENERAL**

**A. MISSION OF THE CENTRALIZED TRAINING REPOSITORY**

1. To provide a comprehensive database of training received or conducted by EPCC employees.
2. To provide statistical information concerning training provided for EPCC employees and the community.

**B. DEFINITIONS:**

1. Training:
  - a. One hour or more of formal instruction on a single topic by an expert OR
  - b. One hour or more of formal instruction on multiple topics by one or more experts (e.g. a succession of speakers at a new employee orientation) OR
  - c. Thirty minutes or more of formal, guided group work on a single topic led by an expert (e.g. roundtables, charettes) and whose primary purpose is formal training (not social events or meetings)
  - d. A local, state, national, or international conference, seminar, symposium, or similar types of events whose primary purpose is to impart information.
  - e. For Faculty Development sponsored workshops, training must be a minimum of 50 minutes in order to receive Faculty Development Credit.
2. Training event: Any activity that lasts at least 50 minutes, during which, training composes 51% or more of the activity and is not transcribed on any official organization's transcript. All modes of delivery (workshop, online, webinar, videos, audioconferences, etc.) are considered.
3. Presenter(s): Individuals who are actively presenting during a substantial amount of the actual training. If presenting at a conference or similar event, presenter's credit can be awarded in a separate Repository entry in addition to an entry indicating participation in the entire length of the conference.
4. Event Organizer: Any individual who facilitates the mechanics of the event. For example, an emcee is an organizer, not a presenter. The Presenter might also be the Event Organizer.
5. Participant: Any individual who attends the event and is not a presenter and who self-identifies him/herself as a participant either through signing in or completion of appropriate forms. In the case of regional or national conferences, all attendees are considered participants rather than presenters.
6. Certification(s): Specialized internal certifications (such as Online Faculty Certification) can be identified on the training transcript on a case-by-case basis. If the individual received training credit for the individual workshops leading to the certification, doubling the credit must be avoided. Under those circumstances, the training credit will be zero for the certification entry.

7. Training Repository Appeals Committee: Convened by the Director, Human Resources Development. The Committee will be composed of representatives from the following departments: Employee Relations, Faculty Development (Faculty Development Coordinator and one member of the Faculty Professional Development Committee), Human Resources Development, Institutional Research, and the Centralized Training Repository Office with the Director, Human Resources Development, serving as Administrative Liaison to the Centralized Training Repository Office.
8. Self-Certification: Training events (usually self-paced, non-EPCC activities) attended by employees can be added to the Centralized Training Repository provided they meet the requirements of a Training Event and are proctored.
9. Training Credit: Events will be coded in quarter hours rounding up (e.g., 50 minutes is 1 hour, 40 minutes is .75 hours)

## II. PROCESS:

### A. General Responsibilities:

1. The Centralized Training Repository Office has the overall responsibility for
  - a. Processing paperwork
  - b. Maintaining the privacy of the employee data
  - c. Storing the paper records
  - d. Maintaining electronic archives
2. The Event Organizers have the responsibility to:
  - a. Submit accurate and complete records in a timely manner (normally 5 working days) to the Centralized Training Repository.
  - b. Determine who should receive credit for the training (especially in the cases of those who leave early or miss part of the training) before submitting the documentation.
  - c. If the participant should be denied credit, the Event Organizer should place an asterisk next to the employee ID, highlight the entry, and provide an annotation that the credit should be denied - all on the same document. Participants may appeal the denial of credit to the Training Repository Appeals Committee through the Vice President for Information Technology.
3. The Event Organizer and/or the Centralized Training Repository Office determines training credit.
  - a. Training Credit for events will be awarded in quarter hours rounding up (e.g., 50 minutes is 1 hour, 40 minutes is .75 hours)
  - b. Open houses, drop-in clinics and similar types of events will be awarded one hour of training credit regardless of how long the event lasted.
  - c. Meetings will only be included if training is 51% of the event. The event description must clearly identify the training component. The Technology Resource Center will make the final decision in writing. The Event Organizer may submit a written appeal of the Centralized Training Repository Office decision to the Training Repository Appeals Committee within 3 months of notification of the decision to not accept the event. Faculty Development Credit is not awarded for meetings.
  - d. Conferences and similar types of events are awarded 8 hours of training credit for each full day, 4 hours of training credit per half day.
4. The Information Technology Department has the overall responsibility for providing programming support, database security and backups, and recovery procedures in support of the Centralized Training Repository Office's data.
5. Data Collection and Retention:
  - a. The records from January 2003 and later can be submitted to the Centralized Training Repository. Older records can be input on a case-by-case basis. Generally, if one participant's record is added from a workshop, all known participants will be added at the same time.

- b. The Centralized Training Repository Office will maintain the auditable paper records for 5 years at which time they will be converted to electronic format and paper copies will be destroyed.
- B. Employee Identifiable Data:
  1. All College procedures that govern the protection and use of employee-identifiable data apply.
  2. Raw Data: Access to the raw data is limited to:
    - a. IT staff who are assigned to support the Centralized Training Repository in an active role,
    - b. Institutional Research staff who are actively assigned to a project requiring access to the data
    - c. The full-time staff assigned to the Centralized Training Repository.
    - d. Additional access to the raw data must be granted in writing through the office of the CIO/Vice President, Information Technology
  3. Transcripts:
    - a. Employees may request copies of their transcripts through the Centralized Training Repository Office. In all cases, the individuals are required to provide their legal name (as shown on Banner) and ID#. If the transcript is to be mailed to the employee via campus mail, the employee must approve it in writing. The employee may request a transcript in the following ways:
      - 1) In person at the Centralized Training Repository Office
      - 2) Via email from their EPCC Exchange Account
      - 3) Via fax
      - 4) Via written request
    - b. Supervisors in the employee's chain of command may submit written requests for their employees' transcripts, providing the employees' legal name (as shown in Banner) and ID#. Supervisors must certify that they are an official supervisor of the employee and that the transcript is necessary for official College business. When the transcripts are received, the supervisor assumes the responsibility to protect the privacy of the employee.
    - c. Transcripts are not available for students or non-employees.
  4. Reconciliation Report:
    - a. After the training event is processed in the Centralized Training Repository, the Event Organizer will receive a Reconciliation Report with the information collected in the Centralized Training Repository. If there are any discrepancies, the Organizer is expected to notify the Centralized Training Repository Office immediately upon discovering the discrepancy. (Generally, this would be within 2 working days of receipt). The Event Organizer assumes the responsibility to protect the privacy of the employees identified on the document.
    - b. Supervisors in the Event Organizer's or Presenter's chain of command may request a copy of the Reconciliation Report only for those events organized/presented by their employees. Supervisors must certify that they are an official supervisor of the Event Organizer/Presenter and that the information is necessary for official College business. When the Reconciliation Report is received, the supervisor assumes the responsibility to protect the privacy of the employee.
    - c. Reconciliation Reports are not available for self-certified training events.
  5. Reports:
    - a. Requests for District-wide aggregate data must be submitted to the Institutional Research Office and coordinated with the Centralized Training Repository Office.
    - b. Requests for employee-specific information must be submitted through the Centralized Training Repository Office.
    - c. Other requests will be handled on a case-by-case basis.

C. Submitting information

1. Only current EPCC employees may submit information to the Centralized Training Repository.
2. Departments may modify the sign-in sheets provided all information requested is included. The Centralized Training Repository Office may authorize exceptions.
3. Only completed event information will be processed.
4. Events that are included on an official transcript elsewhere are not eligible to be included in the Centralized Training Repository.
5. If the employee does not provide an accurate, legible employee ID number, the transcript may not reflect participation in the event.
  - a. If the employee did not sign in, only the organizer or presenter can award credit. The authorization must be in writing, identifying the workshop date and title and the employee by ID# and name.
  - b. If the employee signed in with illegible or inaccurate ID#, then the Centralized Training Repository Office staff may annotate the record with the correct ID# only if the rest of the employee's information is legible. If there is doubt, the employee will be directed to the organizer for authorization.
6. Training events that are conducted or advertised by any of the College's major training departments, regardless of how many participants, are eligible to be added to the Repository for statistical purposes.
7. Events with multiple components may be submitted as one event (as in the case of regional or national conferences). It also can be submitted as multiple training events, if each component is distinct and meets the minimum requirements for a training event. The Event Organizer makes the decision subject to approval by the Centralized Training Repository Office.
8. Employees may submit a written request to have any item on their transcript removed. The Centralized Training Repository Office will honor all requests. For statistical purposes, the entry will be deleted, but the numerical counts will continue to reflect the total attendance. The paper record will be annotated to ensure the entry is not re-added during any audit process. Once removed, it will not be re-added.



For College Procedure  
DK-5: Centralized Training  
Repository

## Professional Development Workshop Sign-In Sheet



Catalog #/Title:			
Presenter(s) Name:		Presenter(s) ID#:	
Date (s):			
Time:		Total # training hours	1
Location:			
Brief Description: 25-50 words			
Submitted by:		ID #:	Phone:

PLEASE PRINT LEGIBLY (Employee ID's are required to transcript this training) **DO NOT INCLUDE SOCIAL SECURITY #'S**

	Printed Name	Signature	Employee ID #	Department	Employee's Phone	Home Campus
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Documentation should be mailed to the Centralized Training Repository (CTR) at the Valle Verde (VV) campus. Original sign-in sheets are needed for processing. **Please do not submit sign-in sheets with Social Security numbers.**



For College Procedure DK-5  
Centralized Training Repository

# CERTIFICATION OF RECEIPT OF TRAINING



*Please type the information and print this form. One workshop/event per form. Illegible/incomplete forms cannot be processed. Return the completed and signed form to the Centralized Training Repository-Valle Verde. If you need assistance in completing the form, please call 831-3201.*

**Employee Name:**  
**Employee ID Number:**  
**Department:**  
**Phone:**

**Official Title of Training/Workshop/Activity:**

**Description:** (25-50 words)

**Date of Training:**

**Duration:**

**Conducted by:** (please include both company and presenter names if available)

**Type of training:**

Workshop led by presenter/teacher \_\_\_ Private Instruction \_\_\_ Online Workshop \_\_\_ Webinar \_\_\_ Other (Please specify)

**Location of Training:**

*Please attach copies of agenda, promotional material or page prints from web site.*

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**Employee Certification:** *I certify I received the training indicated above.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date signed

**Supervisor or Proctor Certification:** *I certify that this training was received by the individual(s) listed above.*

\_\_\_\_\_  
Supervisor/Proctor Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relationship (Supervisor, Proctor etc.)

Please forward completed form to: Centralized Training Repository, Valle Verde.

Form date: March, 2013