



Special Meeting Agenda Training Work Group

Wednesday, March 05, 2025 - 09:00 A.M.
Virtual Or 165 Capitol Avenue, Hartford, Connecticut, Conference Room G004B

Microsoft Teams meeting

[Join the meeting now](#)

Meeting ID: 290 816 015 053

Passcode: xT7L7yx6

Dial in by phone

[+1 860-840-2075,,739844029#](#) United States, Hartford

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Phone conference ID: 739 844 029#

1. Call to Order

- a. Roll Call of Training Work Group Members

2. Review of the Training Handbook (previously Training Plan)

- a. Questions and Discussion
 - i. Review of the description of all Training Levels (page 15, handbook)
- b. Review of the list of Level 1 courses (page 21, handbook)
- c. Discussion Level 2 courses (page 22, handbook)
 - i. Prerequisites needed
- d. Program
 - i. Instructional Design (page 18-19, handbook)
 - ii. Assessment (pages 28-31, handbook)
 - iii. Quality Assurance (pages 26, 33, handbook)
 - iv. Curriculum Management Plan (CMP) (pages 32, 34, handbook)
 - v. Course content, Review/Analysis (pages 35-38, handbook)

3. Training Regulations (regs) Ideas

- a. Collaboration with Aaron

4. Accreditation

- a. Review of the Accreditation process (pages 48, 50, handbook)
 - i. Peer review
 - ii. Site visit



STATE of CONNECTICUT
Office of Governmental Accountability
State Contracting Standards Board

- b. Internal Policies and Progress for Participants per Accreditation
 - i. Participants Registrations (page 40, handbook)
 - ii. Participant Support System (pages 41-42, handbook)
 - iii. Participant ID verification (pages 43-44, handbook)
 - iv. Roles and Responsibilities of Maintaining Learner Records (page 44, handbook)
 - v. Privacy and Information Policy (page 45, handbook)
 - vi. Professional Development Practice (page 46, handbook)

5. Board Participation

- a. Course(s)
 - i. Review

6. Adjournment