



Training Work Group
March 13, 2026 – 12:00 P.M. - 1:30 P.M.
165 Capitol Avenue, Hartford, Conference Room G006D or Virtual (Hybrid)

A G E N D A

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/25334744115657?p=CwhNSCNpBm25csNdWG>

Meeting ID: 253 347 441 156 57
Passcode: Pa2Vw2eM

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Dial in by phone

[+1 860-840-2075,488247923#](tel:+18608402075488247923) United States, Hartford

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Phone conference ID: 488 247 923#

1. Call to Order

- a. Roll Call of Training Work Group Members

2. Approval of Minutes of November 14, 2025, meeting

3. Review of Action Items of November 14, 2025, meeting - Chair Ahneman

Action Items	Description	By whom	Accomplished	Next Due Date	Note
Internal Policies & Progress Policies Review	Review Internal and Progress Policies in the Training Handbook and prepare a discussion draft.	Mr. Ahneman and Attorney Felman	<input type="checkbox"/>	3/13/2026	
Participant Grievance Procedure	Review the Participant Grievance Procedure portion of the handbook.	Mr. Fernandez	<input type="checkbox"/>	3/13/2026	Any revisions and/or comments should be sent to Carmen ahead of the meeting
Handbook Review	Review the Training Handbook and prepare discussion notes, with a focus on grievance procedures.	TWG Members	<input type="checkbox"/>	3/13/2026	Any revisions and/or comments should be sent to Carmen ahead of the meeting
FOIA Course Material	Course review with findings and recommendations.	Mr. Marpe	<input type="checkbox"/>	3/13/2026	



4. IACET Annual Report

- a. Accreditation report Due 7/1/26
 - Annual Statistics
 - Substantive Changes to Organization, Responsibility, and Control
 - Internal Audit Review Process and Evidence
 - Continuous Improvement
 - Feedback
- b. Course Content Review Analysis document
 - Report to be distributed by email – April 2026

5. Handbook

- a. Participant Training Handbook
- b. SCSB Training Program Handbook
 - Open discussion
 - Discussion and approval of the Internal Policies and Progress for Participants previously distributed to workgroup members. - Internal Policies and Progress for Participants per Accreditation

- Course Content Review Policy (page 35-36, handbook)
- Participants' Registrations (page 40-41, handbook)
- Participant Support System (pages 42-43, handbook)
- Participant ID verification (pages 44-45, handbook)
- Roles and Responsibilities of Maintaining Learner Records (page 45, handbook)
- Privacy and Information Policy (page 46, handbook)
- Professional Development Practice (page 47, handbook)
- Lesson Plan (page 53, handbook)

6. Update: Federal Accessibility Mandate for Digital Applications–Trainer Specialist Hufcut

7. Courses update

- a. Audit
 - b. FOI
 - c. Leasing/Real Estate
 - d. State Elections Enforcement Commission (SEEC)
 - e. Commission on Human Rights and Opportunities (CHRO)
 - f. Attorney General (AG)
 - g. NASPO
- } Sec. 4e.5. (2)(c)(2)

8. New Action Items Review - Chair Ahneman and Executive Director Daniels

9. Adjournment