



Training Work Group
April 10, 2026 – 12:00 P.M. - 1:30 P.M.
165 Capitol Avenue, Hartford, Conference Room G009F or Virtual (Hybrid)
PLEASE NOTE ROOM LOCATION: G009F

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

[Find a local number](#)

Phone conference ID: 488 247 923#

1. **Call to Order**
 - a. Roll Call of Training Work Group Members
2. **Approval of Minutes of March 13, 2026, meeting**
3. **Review of Action Items of March 13, 2026, meeting - Chair Ahneman**

	Action Items	Description	By whom	Accomplished	Due Date	Note
1	Participant Grievance Procedure	Chair Ahneman will reach out to Mr. Fernandez to request that he complete this action item prior to the next meeting.	Chair Ahneman	<input type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week (4/3/2026) in advance of the meeting on 4/10/2026.
2	Participant Grievance Procedure	Review the Participant Grievance Procedure portion of the handbook.	Mr. Fernandez	<input type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week (4/3/2026) in advance of the meeting on 4/10/2026.
3	Training Handbook	Prepare draft Training Handbook for July 2026 meeting.	Trainer Specialist Hufcut	<input type="checkbox"/>	06/10/2026	
4	Participant Handbook	Prepare draft Participant Handbook for July 2026 meeting.	Trainer Specialist Hufcut	<input type="checkbox"/>	06/10/2026	



5	Course Content Review Analysis Report	Disseminate the report to the work group for review and comment	Trainer Specialist Hufcut	<input checked="" type="checkbox"/>	03/20/2026	Completed on 03/17/2026
6	Course Content Review Analysis Report	Review the Course Content Review Analysis Report and be prepared to discuss it at the next meeting	TWG Members	<input type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week (4/3/2026) in advance of the meeting on 04/10/2026.
7	FOIA Course Material	Conduct a course review and report findings and recommendations to Trainer Specialist Hufcut	Mr. Marpe	<input checked="" type="checkbox"/>	4/10/2026	Mr. Marpe completed the review and sent comments to Trainer Specialist Hufcut on 03/16/2026.
8	Course Completion	Trainer Specialist Hufcut will be responsible for completing the following courses: <ul style="list-style-type: none"> • Level 1/2 courses • Incorporating NASPO courses 	Trainer Specialist Hufcut	<input type="checkbox"/>	12/31/2026	

4. Course Content Review Analysis document

a. Open discussion

- Discussion and approval of the Course Content Review Analysis
- Feedback

5. IACET Annual Report

a. Accreditation report Due 7/1/26. It consists of the following components:

- Annual Statistics
- Substantive Changes to Organization, Responsibility, and Control
- Internal Audit Review Process and Evidence Continuous Improvement
- Feedback

6. Courses update

7. New Action Items Review

8. Adjournment