AEL Requirements Playbook

Introduction

Professional development, training, and signed agreements are an integral part of Adult Education and Literacy and the various requirements from the Gulf Coast AEL Consortium. This guide is developed to explain in detail the various documentation and training requirements needed to be in compliance. Please note that this guide is not all inclusive, and does not contain local provider required trainings, TWC Training and TAC 805.2 required trainings.

Sections

New Staff – Required Training

A staff member new to a position funded by a contract with the Gulf Coast AEL Consortium is required to fulfill the online training Orientation to Workforce Solutions within 30 days of being hired. This training will be documented in TEAMS and staff who successfully fulfill the training will be awarded 1 hour of professional development classified as program discretion. Training information, frequency and links are included below.

Position	PD requirement	Frequency	Description	TEAMS
All active staff	Orientation to Workforce Solutions *(H-GAC Mandate)*	Within 30 days of hire	Online training can be accessed here: http://s3.amazonaws.com/HGAC/Live%20Courses/New%20Employee%20Orientation%20-%20Storyline%20output/story_html5.html?lms=1	1 hour

All Staff (New Staff) – Required Annual Training

All staff funded with AEL funds are to fulfill the below listed trainings annually or within 30 days of hire based on the adult education program year.

Position	PD requirement	Frequency	Description	TEAMS
All active staff	Human Trafficking *(H-GAC Mandate)*	Within 30 days of hire for new staff. Required annually within 30 days based on the beginning of the contract program year. Completed in the month of July for returning staff.	http://ldihgac.s3.amazonaws.com/Human%20Trafficking%20-%20Storyline%20output/story_html5.html Workforce Solutions online training content. Resources are specific to this region. Training takes less than 30 minutes. Print out a certificate at the end and get Supervisor's signature. Training follows Workforce Solutions Standards and Guidelines-Information Security Page 5. (Note: File in provider staff personnel folder. This course works best using Google Chrome)	1 hour
All active staff	Fraud Prevention and Detection Training *(H-GAC Mandate)*	Within 30 days of hire for new staff. Required annually within 30 days based on the beginning of the contract program year. Completed in the month of July for returning staff.	https://www.softchalkcloud.com/lesson/serve/G4MfyUYelFIOr7/html Training follows Workforce Solutions Standards and Guidelines-Information Security Page 5. (Note: File in provider staff personnel folder)	Not in TEAMS
All active staff	CyberSecurity Awareness Training *(H-GAC Mandate)*	Within 30 days of hire for new staff. Required annually within 30 days based on the beginning of the contract program year. Completed in the month of July for returning staff.	User Identifier: LWDA28 First name Last name https://www.softchalkcloud.com/lesson/serve/EbzdcZtNkrB0Lq/html Training follows Workforce Solutions Standards and Guidelines-Information Security Page 5. (Note: File in provider staff personnel folder. This training is consistent with the CyberSecurity Awareness Training needed for TEAMS access. Same training certificate used for both requirements)	Not in TEAMS

All Staff (New Staff) – Required Documentation

The following documentation must be signed annually according to the adult education program year by all staff or within the first 30 days of hire.

Position	PD requirement	Frequency	Description	TEAMS
All active staff	Workforce Solutions Information Resources Usage Agreement *(H-GAC Mandate)*	Within 30 days of hire for new staff. Required annually within 30 days based on the beginning of the contract program year. Completed in the month of July for returning staff.	https://www.wrksolutions.com/Documents/Staff/IS/Information_Resources_Usage_Agreement.pdf Training follows Workforce Solutions Standards and Guidelines-Information Security Page 5. (Note: File in provider staff personnel folder)	Not in TEAMS
All active staff	Code of Conduct *(H-GAC Mandate)*	Within 30 days of hire for new staff. Required annually within 30 days based on the beginning of the contract program year. Completed in the month of July for returning staff.	Workforce Solutions Code of Conduct https://www.wrksolutions.com/Documents/Staff/Code-of-Conduct/Code-of-Conduct.pdf Training follows Workforce Solutions Standards and Guidelines-Information Security Page 5. (Note: File in provider staff personnel folder)	Not in TEAMS

**Active staff is defined as staff who are on the program's payroll register. Staff not on the payroll during the month of July must take the designated training with 30 days of returning. **

All Staff (New Staff) – Required EO Training

In accordance with Issuance 19-07 Equal Opportunity Standards and Guidelines – Change 1, all AEL staff must also fulfill EO training requirements as indicated in the EO Standards and Guidelines. EO Standards and Guidelines table is included below. Staff will complete the Review of EO Standards and Diversity, EEO, and Discrimination Prevention annually in July. For the additional two hours of EO training, hours must be completed prior to the end of the AEL program year, June 30th.

Position	Training	Frequency	Description	Hours Required
All Staff	Review EO standards	Within 30 days of hire and required annually. Must be completed no later than June 30th within the program year.	Equal Opportunity Standards & Guidelines are posted on www.wrksolutions.com A training may be conducted by the board EO Officer during the program year (see *EO Training Series* Schedule).	1 Hour
All Staff	Equal Opportunity Periodic Trainings	Required annually based on the program year. Must be completed no later than June 30th within the program year.	Periodic trainings may be conducted by board or local Equal Opportunity Officer, the Navigator Team, contractor staff, community partners, Workforce Solutions' contracted training providers, or other appropriate sources. Trainings may include, but not limited to: • Auxiliary Aids and Assistive Technology, • Disability Awareness offered by Vocational Rehabilitation Services, or • Trainings listed on the *EO Training Series* Schedule for the program year • EO Trainings conducted by any contractor, college or AEL provider *A certificate of completion, sign in sheet, or document acknowledging completion of the training will suffice as evidence of training.	At least 2 Hours
All Staff	Diversity, EEO, and Discrimination Prevention	Within 30 days of hire and required by annually based on the program year. Must be completed no later than June 30th within the program year.	https://www.softchalkcloud.com/lesson/serve/8SYcqJHngF6ZbT/html User Identifier: LWDA28 First name Last name TWC's online training course. Takes about 40-50 minutes Training follows Workforce Solutions Standards and Guidelines Information Security Page 5. (Note: File in provider staff personnel folder)	1 Hour
Total				4 Hours

*Disclaimer: For AEL PY 2020-2021, AEL providers have the discretion of entering hours into TEAMS under the "other" category. For AEL PY 2022-2023, providers will enter required hours into TEAMS. *

EO Officers – Required Training

All AEL Providers are required to designate an EO officer. This individual may or may not be funded with AEL but are required to fulfill required trainings as indicated in Issuance 19-07 Equal Opportunity Standards and Guidelines – Change 1 EO Officers table of required trainings is included below.

Position	Training	Frequency	Description	Hours Required
EO Officers	Discrimination Complaint Process training	Within 90 days of becoming EO Officer and Annually	Computer based: https://www.softchalkcloud.com/lesson/serve/5L68P72BSuAeNy/html User Identifier: LWDA28 First name Last name	1 Hour
EO Officers	Diversity, EEO, and Discrimination Prevention	Within 90 days of hire and required annually based on the program year.	https://www.softchalkcloud.com/lesson/serve/8SYcqJHngF6ZbT/html User Identifier: LWDA28 First name Last name TWC's online training course. Takes about 40-50 minutes Training follows Workforce Solutions Standards and Guidelines Information Security Page 5. (Note: File in provider staff personnel folder)	1 Hour
	Review Non-discrimination plan	Within 90 days of becoming EO Officer	http://intra.twc.state.tx.us/intranet/pi/html/eoc_training_other.html Review the latest version of the Nondiscrimination Plan (Note: To access plan use a secure VPN network. PDF of plan attached to correspondence)	
	Workforce Solutions Equal Opportunity Trainings	Required annually based on the program year	The Workforce Solutions Equal Opportunity Training Series schedule for current program year offers trainings throughout the program year. EO Officers are required to register and attend a minimum of 4 listed trainings	4 Hours
	10 hours of EO related training from external sources	10 hours per calendar yea	Training content can be determined locally and can include anything that is EO related. EO Officers must complete and record at least 10 hours of EO related training. *Workforce Solutions Equal Opportunity Trainings may account for up to a maximum 9 of the 10 hours required of EO Related Training	At least 10 Hours Total

Staff with TEAMS Access

Existing Users

For staff who currently have TEAMS access and are up-to-date, they will need to submit the required documentation (DocuSign P41c and TWC CyberSecurity training) annually to maintain TEAMS access. If an account is locked for more than 90 days, access will be revoked, and the staff will need to submit all requirements (P41c/FERPA/CyberSecurity) to regain access to TEAMS.

Requirements:

- Complete [AEL Information Resources Usage Agreement - Docusign P41c](#)
- Complete TWC [CyberSecurity Awareness](#) training
- Submit both documents to Region 6; documents sent straight to TWC will result in delays in processing.
- **The deadline for this is 7/30/2022.**

Inactive Users

To regain access to TEAMS, staff will need to submit all requirements of P41c/FERPA/CyberSecurity.

Requirements:

- Complete [AEL Information Resources Usage Agreement - Docusign P41c](#)
- Complete TWC [CyberSecurity Awareness](#) training
- Complete TWC [FERPA](#) training
- Submit P-41c, CyberSecurity, and FERPA documents to Region 6; documents sent straight to TWC will result in delays in processing.

New Users

Please see Appendix A: Instructions for Accessing TEAMS documents for more extensive instructions for obtaining access to TEAMS.

Requirements:

- Complete [AEL Information Resources Usage Agreement - Docusign P41c](#) (Staff and TEAMSTA automatically receive a copy once complete- no need to send P41c to TEAMSTA)
- Complete TWC [CyberSecurity Awareness](#) training
- Complete TWC [FERPA](#) training
- New User - [Set up a User ID](#)
- Submit P-41c, CyberSecurity, and FERPA documents to Region 6; documents sent straight to TWC will result in delays in processing.

Instructions for Accessing Texas Educating Adults Management System (TEAMS): New & Existing Users

Before Requesting Access

Accessing TEAMS requires an email address. If you do not have an email address, you will be prompted with options for registering for a free email account when you try to sign up. There are certain items you will need before officially requesting access. Below are the detailed steps to complete prior to approval, please read them thoroughly before starting the process.
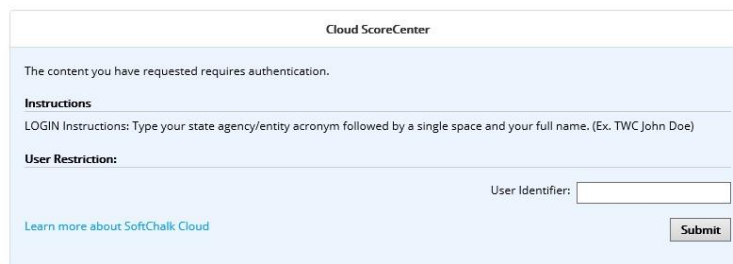
- ✓ Family Educational Rights & Privacy Act (FERPA) Training
- ✓ TWC Information Security Training - CyberSecurity Awareness
- ✓ AEL DocuSign Information Resources Usage Agreement (P-41c)
- ✓ TEAMS account application and Request User ID/Login

FERPA Training

a)   Complete the online Family Educational Rights & Privacy Act (FERPA) training. You will need

printer access to print your completion certificate.

b)   When you log in to the training, you will be asked to list your agency and your full name.

Cloud ScoreCenter
The content you have requested requires authentication.
Instructions
LOGIN Instructions: Type your state agency/entity acronym followed by a single space and your full name. (Ex. TWC John Doe)
User Restriction:
User Identifier: [   ]
Learn more about SoftChalk Cloud   Submit

c)   Once you have completed the course and earned the required score of 70% or above, you will be able to print a certificate of completion and email a score receipt.

  Type your first and last name in the empty box above "Print Certificate". As shown below.

• Click the **Finish button** below the Print Certificate box to submit your score. DO NOT EXIT THE COURSE BEFORE COMPLETING THIS STEP. After receiving the message that your score has been submitted, click the red x in the upper right corner of the browser window to exit.

After finishing this lesson, complete the form below.

Type your name or identifier:

[   ]

[Print Certificate]

[Finish]

Please keep a copy of the certificate for your records. To print your certificate, select "print certificate". *If you cannot see the certificate, you may not have the latest version of Adobe Flash Player on your computer.*

Follow the instructions on your screen and right click to select "Print" from the pop-up menu, or press CTRL + p (Mac users, use 'Control + click' then choose "Print").
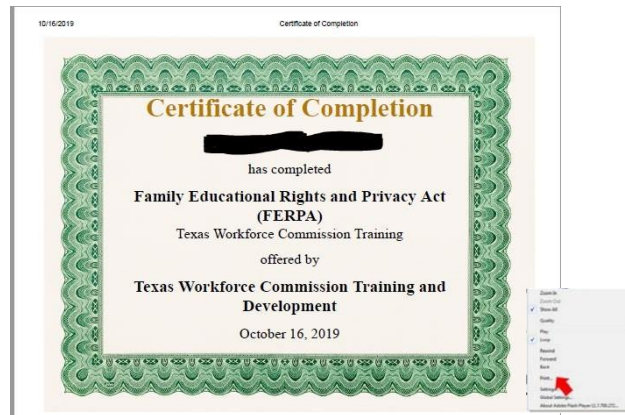
d)   After you print a copy of your certificate for your records, submit your score by selecting "Finish". You must select "Finish" to complete FERPA training and to get your score. Follow the **Sending Documentation to Region 6** section to complete.
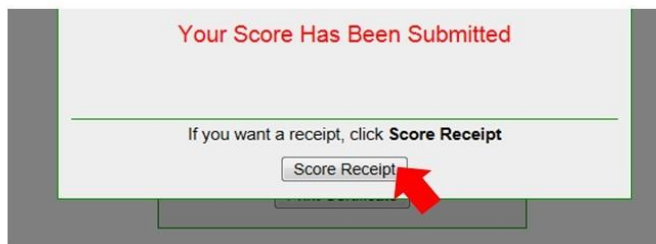

Once you have selected "Finish", then select "Score Receipt". Enter YOUR email to have your score receipt emailed to you for your records.

TWC Information Security Training – CyberSecurity Awareness

As part of the TWC requirements, before signing the P41c Information Resources Usage Agreement, you must complete the online TWC Information Security Training - CyberSecurity Awareness annually (due each program year).

DocuSign P-41c Information Resources Usage Agreement

Complete the online DocuSign AEL Information Resources Usage Agreement - P41c annually (due each program year). All required fields must be completed to process the application. Incomplete forms will not be considered for processing. When form is submitted, it will automatically route to Supervisor indicated on the form. **Download a copy of document to submit to Region 6 and keep it in personnel file.**

Set Up TEAMS Account

The final step in getting access to TEAMS is setting up a user account in the system. Once all the other steps are completed:

- a) Go to the TEAMS login page at https://apps.twc.state.tx.us/TEAMS/security/logon.do

- b) Select "Sign Up for User ID"

- c) Complete the required fields, including required security questions.
  i) *If your security question answers do not match, the system will deliver an error **and will require that you re-enter your password**.*

- d) Accept the user security agreement.

- e) Complete the required contact information.

- f) Select your desired user role

  - (1) Supervisor – This role is for supervisory staff or consortia member Directors
  - (2) Data Entry Staff – This role is for any staff member doing data entry
  - (3) Reader – This role is for readers who will need access to view all Grant recipient information
  - (4) Site Reader – This role is for readers who will view data for a site or a group of sites

(5) Teacher/Staff Reader – This role is for instructors who will view data for their assigned classes only (*To be able to add this role, you must be added as a staff member in TEAMS)*

g)   Select your desired school year
You will most likely select the current year unless you are requesting access to view historical data.

h)   Select the Grant Recipient and Sites

i)   Select Grant Recipient you are requesting access to.

ii) Select "Load Sites"
For all roles other than Staff Reader and Reader, you must select the specific sites for which you will have access. To select multiple sites, hold control key and select the sites you need access to and then select "Next". **If your organization adds sites after you are granted access, you will need to request that your user account be reconfigured to add these new sites.**

i) Confirm the information on the screen and select "Submit".
You will receive a **Membership Status confirmation** upon completion of TEAMS account set up. If you do not receive a membership status, your registration is pending more information, go back and **complete** registration.

Sending Documentation to Region 6 for Approval

Once Region 6 staff confirm receipt of all the following steps and documentation, access request will be submitted. You will receive a confirmation of access approval via email.

a)   FERPA score or certificate
b)   TWC Information Security Training-CyberSecurity Awareness certificate
c)   AEL DocuSign Information Resources Usage Agreement (P-41c)
d)   TEAMS User ID
e)   Director's access approval