

Chapter: Training and Staff Development
Title: Training Credit

Effective Date: 12/1/11
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New

ACA Standard(s): 4-JCF-6E-08, 6E-09

(a) **Policy.**

Trainees are given credit for having successfully completed the required training program.

Credit for completion of the required program may also be awarded by substituting a non-agency course approved by the staff development program manager.

(b) **Rules.**

(1) **Credit for Required Programs Received.**

A Training Update Report is completed after every training session. Each participant that completes the program will sign the form.

(2) **Credit for Required Programs as a Substitute.**

- (A) All training programs received at any time prior to or during employment at the Texas Juvenile Justice Department (TJJD) are recorded on the training record when appropriate information is submitted by an employee. Credit for successful completion of a TJJD required program by substituting a different program must be requested by the employee and approved by the staff development program manager.
 - (B) Proof of successful completion and a description of the substitute program received is submitted to the staff development program manager by the employee requesting credit for an agency required program.
 - (C) Credit for a required training is awarded for a successfully completed substitute course at the discretion of the staff development program manager. The decision is based on the substitute program's similarity to the actual agency curriculum.
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