



Office of the City Auditor
Policies and Procedures

Number: 6.2.5**Title:** In-House Training

Original Date:**Revision Date:****Approved by:**

10/09/2001

I. Policy

OCA shall retain pertinent records related to in-house training.

II. Purpose

The purpose of this policy is to ensure that the office has the appropriate records needed to document the CPE status of training courses provided in-house.

III. Definitions

None

IV. Procedures

- A. The following documents shall be kept for all in-house training courses:
1. An outline of the training course,
 2. A class roster signed by each individual attending training, and
 3. A course evaluation form from each of the attendees.
- B. After the training course is complete, course documentation shall be given to the Administrative Specialist for filing.

V. Responsibilities

- A. **All OCA staff providing training for the office** are responsible for creating the necessary documents for their in-house training courses. They are also responsible for ensuring that, after the training is complete, the documents are given to the Administrative Specialist.

- B. The **Administrative Specialist** is responsible for creating the necessary documents for in-house training courses for courses that are provided by an outside contractor. He/she is also responsible for filing the in-house training documents in a safe location.