



citycounty insurance services  
cisoregon.org

## MEMBER UPDATES & ANNOUNCEMENTS

### New Courses Now Available in Online Catalog

We've added 117 courses to our catalog, replacing courses that our vendor, Skillsoft, retired. Here is a [list of the retired courses](#) and their replacements. A highlighted course indicates that it is a completely different topic. This occurred because either Skillsoft did not have a direct replacement, the original course had little to no usage, or members requested the topic.

#### Important

If your employees have been assigned to a retired course, you must:

- |                  |   |
|------------------|---|
| Sept. 20-27      | Review the retired course list to see if any courses are in your Learning Plans or Bundles.   |
| Sept. 27-Oct. 15 | Notify employees to complete or drop any assigned "retired" courses by Oct. 15.   |
| Sept. 27-Oct. 15 | Remove and replace retired courses from your Learning Plans and Bundles.<br><br>If you have archived Learning Plans or Bundles, remove the retired courses (but there's no need to replace them).<br><br>Drop or "unassign" individuals from Mass Assignments of retired courses. |
| Oct. 23          | Retired courses will be automatically archived and removed from the catalog as well as from all Learning Plans and Bundles.   |

During this cleanup, please remove *your other* previously-retired course assignments.

You will notice that most of the hour-long courses are now 30 minutes. This is an industry trend leading to more efficient training, while still providing the essential content.

We have some [Quick Tips](#) on how to remove courses from a Learning Plan or Bundle as well as Learners from a Mass Assignment. Need assistance? Please contact Mary at [mmeyer@cisoregon.org](mailto:mmeyer@cisoregon.org).

### CIS Learning Center Survey — We need your input!

Since 2013, SumTotal Systems has been the provider of our online learning management system (LMS). Our contract with them expires in early 2019. To ensure we are providing you with the best online-learning experience, and in accordance with our purchasing policy, we will seek proposals from multiple LMS and content providers during 2018. Whether we stay with SumTotal or go a different direction, our top priority is to provide you with a user-friendly system that provides cost-effective, relevant online training.

Watch for our survey! We'd like your input about the course topics and system features that are most important to you. The survey will be sent later this week to

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If you have any questions, please contact the CIS Learning Center at 503-763-3800 ext. 8 or via [learn@cisoregon.org](mailto:learn@cisoregon.org).

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our Entity Admins. Be sure to ask your employees for their input, as well. We'd like to know what's working and what's not with the current system — and what you'd like to see in the future. **If you are interested in participating in the review committee for the RFP and/or the vendor interviews, please contact Mary at [mmeyer@cisoregon.org](mailto:mmeyer@cisoregon.org).**

Questions, suggestions or concerns? We'd love to hear from you! Send them to [learn@cisoregon.org](mailto:learn@cisoregon.org).

## OESAC Approved Courses

We've received updated approvals for several of our safety courses from the Oregon Environmental Services Advisory Council (OESAC) for water quality and wastewater credits. The courses have new OESAC ID numbers which will appear on the course completion certificate. [Here is the list](#) of the approved online courses and on-site training with the new course numbers and approved credit hours.

OESAC also approved several of the 30-minute courses. Please note that OESAC has a minimum 1.0 CEU requirement; however, they will allow you to submit two of the 30-minute courses to obtain the 1.0 credit

## Did You Know...?

### Request for Training

There's now a Request for Training form on the Learning Center website. Click the Quick-Link for the [Instructor-Led Training \(ILT\) Catalog](#) and check out the classes. At the very bottom, you'll find a request form. We'll route your request to the most appropriate trainer to determine their availability.

### User Account Reviews

We've started a user account review project and need your help. We'll be contacting Entity Admins with a list of CLC users asking for status and group information. These reports will also contain generalized usage data for your staff.

## Upcoming CIS Trainings

<b>Sept. 26</b>	<a href="#">Preference Gets Practical: Applying What We Know About Veterans' Preference to the Real World (webinar)</a>
<b>Sept. 27</b>	<a href="#">Hazard Identification in the Workplace (Pendleton)</a>
<b>Sept. 27</b>	<a href="#">Accident Investigation Techniques (Pendleton)</a>
<b>Nov. 2 -3</b>	<a href="#">Enterprise Risk Management (ERM) – ISO 31000 Training (Springfield)</a>
<b>Nov. 30</b>	<a href="#">Safe Handling of Asbestos-Cement Pipe in the Water/Wastewater Industry (Brookings)</a>