



citycounty insurance services
cisoregon.org

New Learning Management System – Action Items

The Request for Proposals (RFP) process for our Learning Management System (LMS) and eLearning content is well underway. We issued a separate RFP for the LMS and for content in May with a submission deadline of June 22. We received multiple proposals for each RFP and after they are reviewed, we will select which companies to invite for interviews.

We will be posting regular updates and action items on the [CLC News page](#). Check there for the most up-to-date information.

Action Items for Entity Admins – Aug. 31 Deadline

REVIEW ALL USER LISTS

1. Archive any users who are no longer employees
2. Make sure all emails are current
3. Update job titles, departments and supervisors as necessary.

To assist you with this effort, Brenda Chapin can provide you with a user report in Excel format. Contact [Brenda](#) to receive the report or for assistance with bulk edits. **All requests for bulk edits must be received by Aug. 31. After this date, no requests for bulk user imports/corrections will be accepted.**

Note: Any user that hasn't logged into the system, been assigned a training or attended a CIS Instructor-led training since Jan. 1, 2017 will be archived Sept. 1, 2018 and will not be migrated to the new system as an active user.

REVIEW YOUR LEARNING PLANS, COURSES, AND RESOURCES

- Archive any that are outdated or will not be assigned in the future
- Follow up on incompletes – if the assignment is no longer valid, unassign

Note: Any resource, course or learning plan that hasn't been used (assigned, completed with course, etc.) since Jan. 1, 2017 will be archived Sept. 1, 2018 and will not be migrated to the new system.

Upcoming Trainings

CIS Trainings

Aug. 8 - 10, Redmond

[2018 CIS Law Enforcement Conference](#)

Oct. 18 & 19, Lincoln City

[Force Response Civil Liability Prevention](#)

Feb. 27 – March 1, Salem

2019 CIS Annual Conference

We frequently update our list of upcoming trainings. Check learn.cisoregon.org regularly for available courses.

League of Oregon Cities (LOC) Trainings

LOC offers a variety of management-level training and professional development specific to local government. For a complete list of LOC trainings, visit www.orcities.org/training.

OR-OSHA Training Calendar

Oregon OSHA provides free in-person training around the state on a variety of safety topics. Click [here](#) for a schedule of upcoming workshops in your area.

REVIEW OUTSTANDING ASSIGNMENTS

1. Check your dashboard report for any course assignments older than Jan. 1, 2017. Remove assignments and reassign if necessary.
2. Encourage learners to complete all elective and assigned courses by Dec. 31, 2018.

Note: All assignments older than Jan. 1, 2017 will not be migrated to the new system.

PLAN AHEAD

Contact us if you have courses or resources that you need to assign between now and Dec. 31, 2018. The cut-off date for these items is still to be determined, but plan ahead now to avoid missing this due date.

LMS Selection and Implementation Timeline

July – Aug. 31 – Entity Admins complete action items

July 30 – Aug. 1 – Vendor interviews and demonstrations

Aug. 17 – Recommendation for RFP award provided to CIS Board of Trustees

Sep. – Dec. – Implementation, data transfer and testing

Jan – July 2019 – Member rollout - training for admins, management, and employees

New Courses Added to Catalog

We have added five online courses developed by Oregon OSHA to the CIS Learning Center catalog, along with brochures, fact sheets (if available) and sign-off quizzes. These courses are only available to members with CIS Workers' Comp coverage.

- Accident and Incident Investigation
- Hazard Identification
- Safety Committees and Meetings
- ATV Safety
- Silica

We have also added 12 emergency management courses, required for FEMA certification. These courses are available to all CIS members with Liability coverage. The learner workbooks are on the course website for you to download.

- Introduction to Incident Command System (ICS-100)
- ICS for Single Resources and Initial Action Incidents (ICS 200)
- Prerequisites: ICS-100 and IS 700A
- National Incident Management System (NIMS-IS-700A) – An Introduction
- NIMS Public Information Systems (IS-702A)
- NIMS Resource Management (IS-703)
- NIMS Intrastate Mutual Aid, Introduction (IS-706)
- EOC Management and Operations (IS-775)

- National Response Framework, Introduction (IS.800.C)
- Active Shooter: What Can You Do – (IS-907)
- Emergency Management for Senior Officials (IS-908)
- Public Information Officer Awareness (IS-029)
- Workplace Violence Awareness Training (IS-106.12)

Note: For all of the above courses, learners will need to complete the “Course Completion Sign-Off” test found on the course activities page in the learning center to connect the course completion to their transcript. If they need to complete the FEMA quiz for certification, they will need to do that on the FEMA website, and also complete the test in the CLC.

Internet Explorer (IE) 9 and 10 Support Ends

Microsoft no longer supports IE 9 and 10. Beginning July 28, 2018, our current LMS vendor, SumTotal, will no longer support these browser versions. Defects or performance issues that appear only in IE10 or previous versions will not be investigated or addressed.

If you typically use Internet Explorer, SumTotal recommends switching to IE 11 or Edge. Chrome and Firefox browsers are also supported. Please notify your supervisors and employees prior to July 28 of this change. If users continue to use either of these browsers some functionality may no longer work.