



DEPARTMENT OF PERSONNEL
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MEMO PERD #38-10
July 1, 2010

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Training Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: ONLINE TRAINING COURSE AVAILABLE – CENTRAL RECORDS
RECERTIFICATION TRAINING

The Department of Personnel's Central Records Office is pleased to announce the availability of a new online training course, "**Central Records Recertification Training (Online Course)**." Only agency personnel liaisons who need to be recertified and have previously attended the in-classroom "Central Records Certification Training" may register for this course.

In accordance with NAC 284.504, any State of Nevada employee who performs work involving the preparation of forms for the Records or Payroll Sections of the Department of Personnel must be certified in the preparation of forms and the procedures which are used in the respective sections. These employees must also be recertified biennially. It is important to note that the new online course is only for recertification. If you have not previously taken the in-classroom "Central Records Certification" course, you must do so first. Taking the Recertification Course before taking the classroom version of the course does not satisfy the mandatory NAC 284.504 requirements.

Enrollment for "Central Records Recertification Training (Online Course)" will be from July 12, 2010 through September 30, 2010. During this time, agency personnel liaisons that are due to be recertified, and have not taken training within the last year, may enroll and complete the course.

Employees completing the course must pass with an 80% or better score on the final exam or they will be required to attend the 1 ½ day Central Records Certification in-classroom course that is offered quarterly. Employees will be awarded 3.5 hours credit on their NEATS transcript upon the successful completion of the online recertification course.

How to Enroll and Complete the DOP Central Records Recertification Training:

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov>).
2. Click on the link ***“Online Training – State Employees Only”*** (right sides of page) to direct your browser to the DOP e-Learning home page (<http://kaizen.dop-as.state.nv.us>).
3. Select the red link titled ***“How to Create a New Account and Instructions for Open Enrollment Courses”*** located under the Main Menu heading (top-right side of page).
4. Read and follow the course instructions carefully.

If you have any questions or comments regarding the training material, please contact your Central Records Representative for assistance. If you have any questions or difficulties regarding the DOP online e-Learning system, please contact the ITS-HR Help Desk at 775-687-9099 or 866-686-3287.