

MVD Procedural Quick Update

#74

RE: Enrolling in TRD Training Programs
Effective date: Immediate

Date: August 25, 2008
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective immediately, all requests to enroll in TRD-offered training programs must be submitted electronically to the TRD Training Services Section.

Many training sessions are restricted in class size in order to ensure quality. Failure to register electronically for TRD-offered training classes has resulted in a number of MVD employees being turned away when there is not enough space in the class.

The TRD intranet Application for Training should be used for all training opportunities provided by the TRD Training Services Section. To access the application, open the TRD intranet home page. (If you have set the MVD intranet page as your home page, click on the TRD Intranet link.) On the TRD intranet home page, under "General Information," click on the link to the TRD Training Page. On the TRD Training Page, click on the link to the Training Application.

The Application for Training should be filled out completely and submitted electronically to the employee's supervisor for approval. (Note: In a field office that has no procedure for agent-to-manager transmittal of electronic files, the application may have to be completed by the supervisor or manager.) The supervisor-approved application must then be forwarded to the appropriate Bureau Chief, Deputy Director and/or Director. Once all appropriate approvals have been secured, the Deputy Director or Director will forward the application to the Training Services Section.

It is very important that you plan well enough in advance and secure all necessary approvals with enough time for the application to arrive at the Training Services Section at least two (2) days before the day of the class.

When the Training Services Section has enrolled an employee for the requested training, the employee will be notified. Plans to attend training and travel to training should only be finalized AFTER the employee has received confirmation from the Training Services Section. (Note: Please refer to PQU#25 for the requirements regarding in-state travel by MVD employees.) If an employee travels to attend training without first receiving confirmation from the Training Services Bureau and gets turned away, the employee will be responsible for any travel expenses.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis.
