

# County Training Program

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Vehicle Titles and Registration Division

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Updated on November 4, 2021



Texas Department *of* Motor Vehicles

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# Topics

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- Program Overview
- eLearning Center Reports
- Report Completed Training
- Review Training Progress
- Extending Training Expiration
- Permission Changes
- Cognos Reports

# Program Overview

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Statute and Rule



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# Statute

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- ▣ Senate Bill 604, enacted by the 86th Legislature, adds Transportation Code, Section 520.023.

Sec. 520.023. TRAINING. (a) The department shall implement a training program providing information on the:

(1) department's automated registration and titling system; and

(2) identification of fraudulent activity related to vehicle registration and titling.

(b) The department shall require a person performing registration or titling services to complete the training under Subsection (a).



# Rule

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- A person performing registration or titling services through RTS, including a department employee, department contractor, county tax assessor-collector employee, or full service deputy must complete a training program.



# Rule

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- Training includes:
  - Transactions performed in RTS, and
  - Identification of fraudulent activities related to vehicle registration and titling.
  
- Training is online through department's online training system.
  - Department's online training system is the eLearning Center.
  - Each employee must complete training under their own account.



# Time Estimate

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- Registration renewals: 3 hours
  - 9 modules
  
- Registration and title: 8 to 12 hours
  - 30 to 33 modules
  
- A supervisor or administrator-level user (most or all RTS permissions): 24+ hours
  - Up to 50 modules



# Impact to Employees

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## **Existing Employee\***

- Have until 8/31/2020 to complete and report training for existing permissions.
- Training for new permissions must be verified before they can be enabled.

## **New Employee**

- Training must be verified for applicable permission before it can be enabled.

\* An employee with RTS permission on the date of the RTS programming release December 16.



# Module Revision

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## **Now to 8/31/2020**

- ❑ User with permission that requires the module will have until 8/31/2020 to complete and report module.
- ❑ No module/revisions between 6/1/2020 and 8/31/2020.

## **On or After 9/1/2020**

- ❑ User with permission that requires the module has 120 days to complete and report module.



# Time Extension

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- Rule permits a tax assessor-collector to grant a 14-day extension to county employee or full service deputy at their discretion if:
  - person on leave on the day of revision release,
  - they remain on leave for the duration of the 120 days, and
  - the leave is due to circumstances beyond the person's control.

# eLearning Reports

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## Overview of eLearning Center Reports



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# eLearning Reports

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To view a quick demonstration on how to access training activity reports in TalentLMS:

- Access Your County's eLearning Center
- Complete the following module:

**“Getting Started in TalentLMS  
for Reporting Administrators”**

# Report Completed Module(s)

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RTS Procedure for Reporting a  
User's Completed Module(s)



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# Report Training in RTS

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## REGISTRATION & TITLE SYSTEM

Customer	Miscellaneous	Reports	<b>Local Options</b>	Accounting	Inventory	Funds	Exit
			Dealer Report >				
			Subcontractor Report >				
			Lienholder Report >				
			Certified Lienholder Report >				
			Dealer Updates				
			Subcontractor Updates				
			Lienholder Updates				
			Payment Account Updates				
			Credit Card Fee Update				
			<b>Security</b> >			<b>Employee Security</b>	
			Security Reports >			Supervisor Override	
			Administrative Functions >			Security Change Report	



# Report Training in RTS

User Name: 077- NEMPLO2 Employee Id: NEMPLOY  Enable User Name for Search  
Last Name: EMPLOYEE First Name: NEW Middle Init:

✓ =Checked during session

Select if needed:

- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options
- Accounting
- Inventory
- Eunds

Reset Password

Review Training

Add Revise Delete **Report Training** Cancel Help

If the employee has no verified modules, all security groups will be disabled.



User Name: JCOX Employee Id: 0004JDC  Enable User Name for Search  
Last Name: COX First Name: JERI Middle Init:

✓ =Checked during session

Select if needed:

- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options
- Accounting
- Inventory
- Eunds

Reset Password

Review Training

Add Revise Delete **Report Training** Cancel Help

If modules have been verified, security groups can be selected.





# Report Training in RTS

Employee Id: 0004JDC  
Employee Name: COX JERI

Select One or More using Ctrl Key

Module Number	Module Name	Status	Expiration Date
Search	Search	Search	Search
A-001	AAMVA FDR - Introduction to Fraud		
A-002	AAMVA FDR - People and Actions		
A-003	AAMVA FDR - Internal Fraud for Staff		
A-004	AAMVA FDR - Counterfeits and Alterations		
A-005	AAMVA FDR - Security Features		

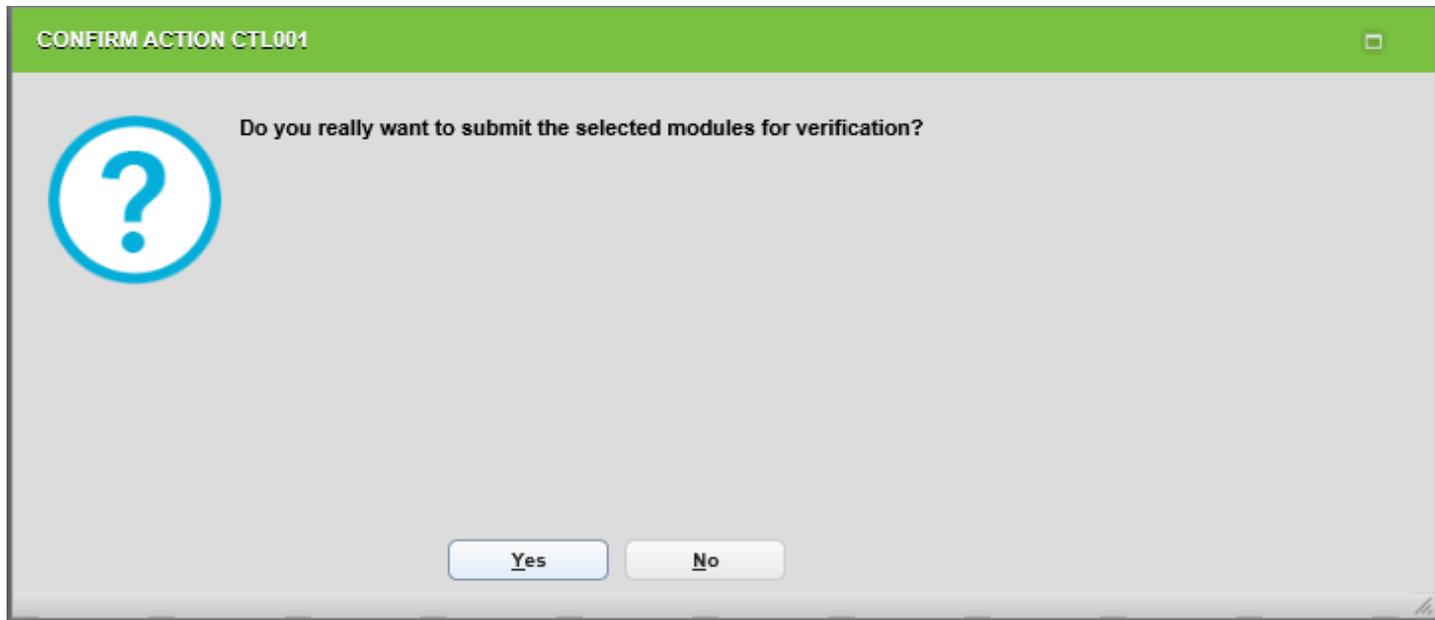
Page: 1 / 1 Loaded: 50

Extend Enter Cancel Help



# Report Training in RTS

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# Report Training in RTS

Employee Id: 0004JDC  
Employee Name: COX JERI

Select One or More using Ctrl Key

Module Number	Module Name	Status	Expiration Date
Search	Search	Search	Search
A-001	AAMVA FDR - Introduction to Fraud	Submitted	
A-002	AAMVA FDR - People and Actions	Submitted	
A-003	AAMVA FDR - Internal Fraud for Staff	Submitted	
A-004	AAMVA FDR - Counterfeits and Alterations		
A-005	AAMVA FDR - Security Features		

Page: 1 / 1 Loaded: 50

Extend Enter Cancel Help



# Reviewed Alert

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Department  
of Vehicles  
D. HELPING TEXAS GROW.

**Info**  
Training reported for employees of  
your county have been reviewed.  
Click the email icon for more  
information.

POS Version 2.5.0 (11/24/2015)

The screenshot shows a grey alert box with a white header containing the Department of Transportation logo and text. Two large green arrows point to the 'Info' section and the email icon. The 'Info' section contains a red heading and text. The bottom right corner shows the software version.



# Reviewed Alert

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RTS

 Training reported by your county has been reviewed by the department. Review your training reports for more information.

[Confirm](#) [Remind Later](#)

# Review Training Progress

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Identifying Complete and  
Incomplete Modules



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# Review Training Progress

User Name: JCOX Employee Id: 0004JDC  Enable User Name for Search  
Last Name: COX First Name: JERI Middle Init:

=Checked during session

Select if needed:

- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options
- Accounting
- Inventory
- Eunds

Reset Password

**Review Training**



# Review Training Progress

PERMISSION FULFILLMENT REPORT FOR 077-RGARY  
REQUESTED BY THALL  
Generated 11/25/2019 @ 12:57

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=====
# Additional Collections - [Permission Disabled]
## Modules Completed
* [A-001] AAMVA FDR - Introduction to Fraud (exp. 8/31/2020)
* [A-002] AAMVA FDR - People and Actions (exp. 8/31/2020)
* [A-003] AAMVA FDR - Internal Fraud for Staff (exp. 8/31/2020)
* [R-108] RTS Overview and Security (exp. 8/31/2020)
* [R-109] RTS Closeout and Reports (exp. 8/31/2020)
## Modules Incomplete
* [A-106] Additional Collections

# Additional Sales Tax - [Available]
## Modules Completed
* [A-001] AAMVA FDR - Introduction to Fraud (exp. 8/31/2020)
* [A-002] AAMVA FDR - People and Actions (exp. 8/31/2020)
* [A-003] AAMVA FDR - Internal Fraud for Staff (exp. 8/31/2020)
* [R-108] RTS Overview and Security (exp. 8/31/2020)
* [R-109] RTS Closeout and Reports (exp. 8/31/2020)
* [T-102] Sales Tax and Presumptive Value (SPV) (exp. 8/31/2020)
* [T-113] Additional Sales Tax (exp. 8/31/2020)

# Address Change - [Available]
## Modules Completed
* [A-001] AAMVA FDR - Introduction to Fraud (exp. 8/31/2020)
* [A-002] AAMVA FDR - People and Actions (exp. 8/31/2020)
* [A-003] AAMVA FDR - Internal Fraud for Staff (exp. 8/31/2020)
* [R-101] Introduction to Registration (exp. 8/31/2020)
* [R-102] Registration Basics (exp. 8/31/2020)
* [R-103] What You Need to Register (exp. 8/31/2020)
* [R-105] Miscellaneous Registration Transactions (exp. 8/31/2020)
* [R-108] RTS Overview and Security (exp. 8/31/2020)
* [R-109] RTS Closeout and Reports (exp. 8/31/2020)

# Administration - [Available]
## Modules Completed
* [A-001] AAMVA FDR - Introduction to Fraud (exp. 8/31/2020)
* [A-002] AAMVA FDR - People and Actions (exp. 8/31/2020)
* [A-003] AAMVA FDR - Internal Fraud for Staff (exp. 8/31/2020)
* [A-004] AAMVA FDR - Counterfeits and Alterations (exp. 8/31/2020)
* [A-005] AAMVA FDR - Security Features (exp. 8/31/2020)
```

Print

Enter

Cancel

Help

First

Prev

Next

Last

# Extending Expiration

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## RTS Procedures for Extending Training Expiration



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# Extending Expiration

Employee Id: 0132  
Employee Name: GARY RICHARD

Select One or More using Ctrl Key

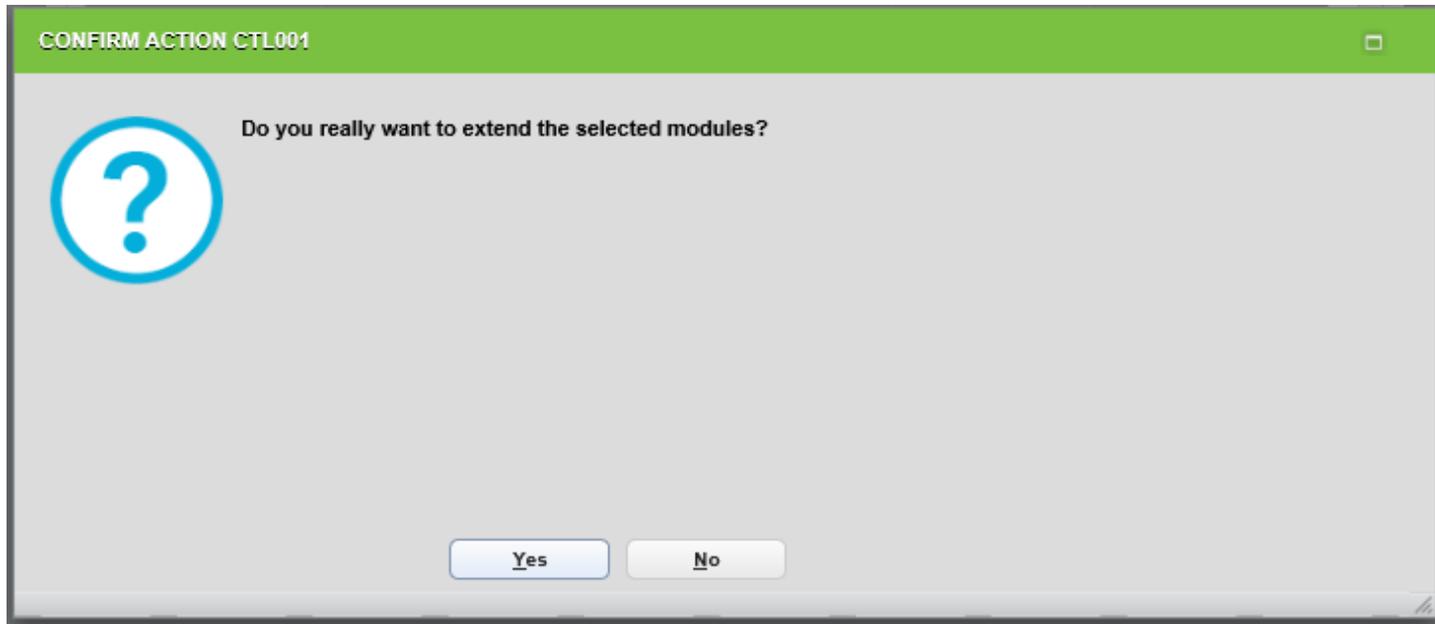
Module Number	Module Name	Status	Expiration Date
Search	Search	Search	Search
A-001	AAMVA FDR - Introduction to Fraud		09/01/2020
A-002	AAMVA FDR - People and Actions		09/01/2020
A-003	AAMVA FDR - Internal Fraud for Staff		09/01/2020
A-004	AAMVA FDR - Counterfeits and Alterations		09/01/2020
A-005	AAMVA FDR - Security Features		09/01/2020

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**Extend** Enter Cancel Help



# Extending Expiration





# Extending Expiration

Employee Id: 0132  
Employee Name: GARY RICHARD

**Before**

Select One or More using Ctrl Key

Module Number	Module Name	Status	Expiration Date
Search	Search	Search	Search
A-001	AAMVA FDR - Introduction to Fraud		09/01/2020
A-002	AAMVA FDR - People and Actions		09/01/2020
A-003	AAMVA FDR - Internal Fraud for Staff		09/01/2020
A-004	AAMVA FDR - Counterfeits and Alterations		09/01/2020
A-005	AAMVA FDR - Security Features		09/01/2020

Page: 1 / 1 Loaded: 50

Extend Enter Cancel



Employee Id: 0132  
Employee Name: GARY RICHARD

**After**

Select One or More using Ctrl Key

Module Number	Module Name	Status	Expiration Date
Search	Search	Search	Search
A-001	AAMVA FDR - Introduction to Fraud		09/15/2020
A-002	AAMVA FDR - People and Actions		09/15/2020
A-003	AAMVA FDR - Internal Fraud for Staff		09/15/2020
A-004	AAMVA FDR - Counterfeits and Alterations		09/01/2020
A-005	AAMVA FDR - Security Features		09/01/2020

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Extend Enter Cancel Help

# Permission Changes

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## Overview of Changes to Security Permission Assignments



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# Permission Changes

Employee Id: 0132 RICHARD  
Employee Name: GARY

Accounting

<input type="checkbox"/> Accounting	<input type="checkbox"/> Insufficient Funds Credit
<input type="checkbox"/> County Funds Remittance	<input type="checkbox"/> Insufficient Funds Redeemed
<input type="checkbox"/> Funds Inquiry	<input type="checkbox"/> Deduct Insufficient Funds Credit
<input type="checkbox"/> Refund	<input type="checkbox"/> Item Seized
<input type="checkbox"/> Regional Collections	<input type="checkbox"/> Additional Collections

Enter Cancel Help

**Greyed Out**

# Cognos Reports

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## Overview of Available Cognos Reports



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# Expiration Report

User ID	Module Name	Expiration Date	Status	Completion Reported
077-KKIRK	AAMVA FDR - Internal Fraud for Staff	09/14/2020	Expiring	No
	AAMVA FDR - People and Actions	09/14/2020	Expiring	No
	Status Change	08/31/2020	Expiring	No
077-SKNOX	AAMVA FDR - Internal Fraud for Staff	08/31/2020	Expiring	No
	AAMVA FDR - Introduction to Fraud	08/31/2020	Expiring	No
	AAMVA FDR - People and Actions	08/31/2020	Expiring	No
	Status Change	11/30/2019	Expired	No



# Training Transcripts Report

Username	Module Name	Expiration Date	Status	Status Change Date	County Security Admin Name	County Admin Submit Date
077-AMAZART	AAMVA FDR - Internal Fraud for Staff		Verified	11/19/19	077-CJAMES	11/19/2019
	AAMVA FDR - Introduction to Fraud		Verified	11/19/19	077-CJAMES	11/19/2019
	AAMVA FDR - People and Actions		Verified	11/19/19	077-CJAMES	11/19/2019
077-ARAJEN1	AAMVA FDR - Internal Fraud for Staff		Verified	11/14/19	077-CJAMES	11/14/2019
	AAMVA FDR - Introduction to Fraud		Verified	11/14/19	077-CJAMES	11/14/2019



# Questions

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