County Training Program

Tony Hall
Vehicle Titles and Registration Division

December 12, 2019
Updated on November 4, 2021
Topics

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

Statute and Rule
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

- 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.
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

- 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

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

Now to 8/31/2020

- User with permission that requires the module will have until 8/31/2020 to complete and report module.

On or After 9/1/2020

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

- 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

Overview of eLearning Center Reports

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.
eLearning Reports

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)

RTS Procedure for Reporting a User’s Completed Module(s)
# Report Training in RTS

![REGISTRATION & TITLE SYSTEM](image)

<table>
<thead>
<tr>
<th>Customer</th>
<th>Miscellaneous</th>
<th>Reports</th>
<th>Local Options</th>
<th>Accounting</th>
<th>Inventory</th>
<th>Funds</th>
<th>Exit</th>
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<td>Security Change Report</td>
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</tbody>
</table>
If the employee has no verified modules, all security groups will be disabled.

If modules have been verified, security groups can be selected.
Report Training in RTS

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Module Name</th>
<th>Status</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Search</td>
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<tr>
<td>A-001</td>
<td>AAMVA FDR - Introduction to Fraud</td>
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<tr>
<td>A-002</td>
<td>AAMVA FDR - People and Actions</td>
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<td>A-003</td>
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<td>A-004</td>
<td>AAMVA FDR - Counterfeits and Alterations</td>
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<td>A-005</td>
<td>AAMVA FDR - Security Features</td>
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Report Training in RTS

CONFIRM ACTION CTL001

Do you really want to submit the selected modules for verification?

[Yes]  [No]
Report Training in RTS

<table>
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<tr>
<th>Module Number</th>
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<td>A-005</td>
<td>AAMVA FDR - Security Features</td>
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Employee Id: 0004JDC
Employee Name: COX
JERI

Page: 1 / 1
Loaded: 50
Reviewed Alert
Reviewed Alert

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

Confirm  Remind Later
Review Training Progress

Identifying Complete and Incomplete Modules
Review Training Progress

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

Select if needed:
- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options
- Accounting
- Inventory
- Funds

=Checked during session

Review Training
Review Training Progress

PERMISSION FULFILLMENT REPORT FOR 077-RGARY
REQUESTED BY THALL
Generated 11/28/2019 @ 12:57

# 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-112] 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)
Extending Expiration

RTS Procedures for Extending Training Expiration
Extending Expiration

<table>
<thead>
<tr>
<th>Module Number</th>
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<td>A-005</td>
<td>AAMVA FDR - Security Features</td>
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Select One or More using Ctrl Key

Page: 1 / 1

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[button] Extend
Extending Expiration
Extending Expiration

**Before**

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<tr>
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**After**

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<td>AAMVA FDR - Security Features</td>
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<td>09/01/2020</td>
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</tbody>
</table>
Permission Changes

Overview of Changes to Security Permission Assignments
Permission Changes

Employee Id: 0132
Employee Name: GARY

Accounting

- [ ] Accounting
- [ ] County Funds Remittance
- [ ] Funds Inquiry
- [ ] Refund
- [ ] Regional Collections

- [ ] Insufficient Funds Credit
- [ ] Insufficient Funds Redeemed
- [ ] Deduct Insufficient Funds Credit
- [ ] Item Seized
- [ ] Additional Collections

[Enter]  [Cancel]  [Help]
Cognos Reports

Overview of Available Cognos Reports
## Expiration Report

<table>
<thead>
<tr>
<th>User ID</th>
<th>Module Name</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Completion Reported</th>
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<tbody>
<tr>
<td>077-KKIRK</td>
<td>AAMVA FDR - Internal Fraud for Staff</td>
<td>09/14/2020</td>
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<td>AAMVA FDR - People and Actions</td>
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# Training Transcripts Report

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<th>Status</th>
<th>Status Change Date</th>
<th>County Security Admin Name</th>
<th>County Admin Submit Date</th>
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<tr>
<td>077-AMOZART</td>
<td>AAMVA FDR - Internal Fraud for Staff</td>
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