New Board Member Orientation Certificate of Completion

INSTRUCTIONS

For those board members who are meeting the requirements of House Bill 1863 and House Bill 2926 by completing the Board Orientation training through the self-instructional method, completion of this form is required.

Board members should first complete the following:

- read entire *New Board Member Orientation Guide*,
- review the TWC Web site

After completing the above items, the board member should:

1. Sign and date the Board Orientation *Certificate of Completion* form where indicated,
2. E-mail, Fax or Mail the Board Orientation *Certificate of Completion* form to:

Director of Training and Development Department
c/o Deborah Aker
Texas Workforce Commission
101 East 15th Street, Room 274
Austin, TX 78778-0001
E-mail: Training.Development@twc.state.tx.us
Fax: (512) 463-9375

It is critical for the board member to complete the above required action not later than the 90th day after he/she was certified as a board member. Failure to do so may result in removal from the board. Any questions regarding this requirement should be directed to the Local Workforce Development Board Support Unit of the TWC, Workforce Development Division.

New Board Member Orientation

CERTIFICATE OF COMPLETION

This is to certify that I _____

currently serving as a board member for _____

have completed reading all materials provided in the *New Board Member Orientation Guide.*

on this, the _____ day of _____, _____.

Board Member Signature:_____ Date _____

E-mail, Fax or Mail to:

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c/o Deborah Aker
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