

Webinar Training Agenda: Reporting and Compliance

Duration: 45 minutes

1. **Introduction (5 minutes)**
 - Welcome participants
 - Brief overview of the agenda
 - Importance of understanding reporting and compliance requirements
2. **Reporting Requirements (15 minutes)**
 - a. Timelines
 - Overview of deadlines for reporting
 - Importance of timely submissions
 - b. Authority
 - Authority of the NMLEA to request reporting.
 - Clarification of who has the authority to submit reports and agency affidavits for compliance
 - Delegation of reporting responsibilities
 - c. Forms
 - Explanation of required reporting forms
 - Overview of form completion guidelines
 - d. Submission Method
 - Mail
3. **Compliance Requirements (10 minutes)**
 - a. 29-7-7.1 NMSA 1978
 - Overview of the statutes pertaining to In-Service/Biennium requirements
 - Key points and sections to be aware of
 - b. 10.29.7 NMAC
 - Understanding the New Mexico Administrative Code Law Enforcement Academy In-Service Training Requirements Section
 - Compliance requirements outlined in the code.
4. **Acadis Personnel Training Report (10 minutes)**
 - a. Best Information Resource
 - Introduction to the Acadis system
 - How to access the Personnel Training Report
 - b. How-To Print your Agency Reporting Cycle Report
 - Step-by-step guide on filtering
 - Tips for ensuring accurate and comprehensive prints.
 - c. Understanding and Using Report Information
 - Interpreting the data in the Personnel Training Report
 - Leveraging the information for compliance self-audits
 - d. Using Information for LEA-84 Preparation
 - Integration of Acadis data into the LEA-84 - Does it add up? Using the 2022-2023 calculation sheet with the report
 - Exception Report
 - Maximizing the advantages for efficient preparation
5. **Missing Training? What Do I Do? (5 minutes)**
 - Explanation of the process for reporting completed training.
 - Step-by-step guide on using the Acadis Portal for reporting.
 - Troubleshooting common issues
6. **Q&A and Closing Remarks (5 minutes)**
 - Open the floor for questions.
 - Provide contact information for further inquiries.
 - Thank participants for attendance and engagement.

This agenda aims to cover the specified topics within the allotted 45-minute timeframe, allowing for a comprehensive understanding of reporting and compliance requirements related to the provided subjects.