



**BRAND NEW CBA RETENTION  
POLICY and PROCESS!  
2008**

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**NEW RETENTION POLICY**

- **CBA 15 POINT RETENTION POLICY**
- Beginning October 1, 2007, the CBA retention hours will be counted as points. Instead of allotting training hours on the basis of one training hour equaling one hour of CBA training requirement, CBA points will be measured by taking the length of a specific training event, minus lunch and breaks, then assigning it a point number.

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**NEW RETENTION POLICY**

- CBA graduates will be required to obtain 15 points annually to retain CBA. Some training events have been capped by placing a set number of points for that event (e.g., ASBDC). Other training events have been more specifically capped and are shaded in following chart. Caps promote diversity in training by preventing CBA points from being earned through only one source. (CEUs will continue to be measured as one (1) IACET CEU equal to ten (10) contact hours.)

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## NEW RETENTION PROCESS

### 1. Enter information into electronic transcript:

- Name/title
- Center/Region
- Date
- I.D. No. will be assigned
- Date of Training
- Title of Training
- Type of Training
- CBA Points
- CEUs (where applicable)




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## NEW RETENTION PROCESS

### 2. Attach agenda

(any documentation with start and end times) for **EACH** training event.




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## NEW RETENTION PROCESS

### 3. Submit Training Transcript each quarter (same running form).




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**NEW!** NEW RETENTION PROCESS

**4. Training will be marked “Approved”** on the Transcript. Final or 4th quarter transcript, if approved, will be signed off by Michele.

(If not approved, total transcript package with any attachments will be returned for correction. Resubmit.)



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**NEW!** NEW RETENTION PROCESS

**5. Issued annual Certificate of Completion.**



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