# New Board Member Orientation

## Certificate of Completion Instructions

Board members who are addressing the requirements of House Bill 1863 and House Bill 2926 by completing the Board Orientation training through the self-instructional method must complete the steps below no later than 90 days after they are certified as a Board member:

1. Read the entire [**New Board Member Orientation Guide**](https://www.twc.texas.gov/files/partners/new-board-member-orientation-guide-twc.pdf);
2. Review the [**TWC Workforce Development Boards website**](https://www.twc.texas.gov/partners/workforce-development-boards), as well as the Resources section on the [**Board training page**](https://www.twc.texas.gov/partners/new-board-member-orientation#contact);
3. Sign and date the New Board Member Orientation Certificate of Completion form (next page) where indicated;
4. E-mail or mail the Certificate of Completion to TWC Training and Development Department, sending a copy to your Board liaison as well.

Email: [**training.development@twc.texas.gov**](mailto:training.development@twc.texas.gov)

Mail: Director of Training and Development Department

c/o Training and Development Help Desk

Texas Workforce Commission

101 East 15th Street, Room 274

Austin, TX 78778-0001

It is critical for Board members to complete the above required action **no later than the 90th day** after they were certified as a Board member. Failure to do so may result in removal from the Board. Any questions regarding this requirement should be emailed to the Board Relations Unit of the TWC Workforce Development Division.

Email: [**board.relations@twc.texas.gov**](mailto:board.relations@twc.texas.gov)

**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 in the New Board Member Orientation Guide.

Date of Completion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email or mail to TWC Training and Development.

Note: Also, cc: your Board liaison/contact person.

Email:[**Training.development@twc.texas.gov**](mailto:Training.development@twc.texas.gov)

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