TN Department of Human Resources

POLICY

Approved by: Rebecca R. Hunter, Commissioner	**Policy Number:** 12-054
Signature: Rebecca R Hunter	**Supersedes:** New
Application: Human Resources Officers, Agency Training Officers	**Effective Date:** October 3, 2012
Authority: T.C.A. § 8-30-104, T.C.A. § 8-30-105	**Rule:** 1120-08

Subject:

Outsourcing Learning and Development Workshops

The Department of Human Resources shall approve any requests for out-service training or continuing education as described herein. Agencies requesting to use an outside vendor for learning and development workshops should obtain an outsource authority form from the Department of Human Resources Strategic Learning Solutions Division (SLS). This request must be completed and submitted no later than thirty (30) days prior to the proposed date of the learning and development workshop in order to allow adequate time for review and/or processing.

Upon completion of review and approval, SLS will provide the agency with written notification of approval, including any restrictions or necessary terms or conditions which must be included in the outsourcing agreement. An agency may be required to provide SLS with additional information as requested during the evaluation period.

Questions regarding this policy may be directed to the Strategic Learning Solutions Division.