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**HUMAN RESOURCES MEMORANDUM NO. 09-024**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** ISIS Memorandum 09-026, Obtaining Credit for LSO Online Courses

**DATE:** June 5, 2009

Attached is an ISIS Memorandum notifying employees about the procedures required to obtain credit for the Learning Solution (LSO) web-based training. Effective today ISIS has made changes to the "Confirm Participation" link for easier use by renaming it to "Click Here for Course Credit". This link must be completed for employees to obtain credit for the LSO training course.

Employees who did not complete pre-booked LSO courses prior to close of business June 4, 2009 will be required to re-book using the newest version of the course. Current web-based courses through LEO are:

- ORM-Defensive Driving
- ORM-Blood Borne Pathogens

This information should be made available to all employees.

If you have any questions, please contact Human Resources at (225) 342-0880.

JR:bjs:cm  
Attachment

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