
Driver Control - Citations/Convictions Unit

New Hire Onboarding Checklist

Overview

Welcome to the Colorado Department of Revenue, Department of Motor Vehicles.

This document outlines the prerequisite Certification plans for all State Driver Services newly hired employees.

This document will assist employees in completing each Certificate/Learning plan in **order**, designed to maximize successful performance of their roles. The complete curriculum is located at: [DC Citations/Convictions Unit New Hire Onboarding Training plan](#).

Learning plan basics:

1. Each begin with a pre-assessment with no minimum passing score,
2. A series of web-based training modules,
3. A virtual instructor led class (flipped class), and
4. A post assessment, with a minimum passing score of 80%. The Post assessment must be completed with a passing score as a prerequisite for the next flipped classroom.
5. If you miss a flipped class you will not be able to move forward with the subsequent flipped classes until you complete the missed class. However, you can continue to complete the pre assessments and WBTs for the subsequent learning plans.

A flipped class will allow learners to **review** critical concepts from the web-based training in a virtual instructor-led class setting. Reviewing these concepts will empower learners to apply recently acquired knowledge to their roles.

As you look through the learning plans you will notice each topic starts with either DC, DL, DS or there is no prefix listed. Employees are encouraged to seek out learning opportunities from partner sections within the DMV and this naming convention assists the end user's search for specific training within the Learning Management System (LMS).

- DC indicates this topic is specific to Driver Control.
- DL indicates this topic is specific to Driver License.
- DS indicates this topic is relevant to both Driver Control and Driver License.
- Any courses without a prefix indicate the topic is relevant to DMV across the board including Driver Control, County Driver License and County Motor Vehicle offices.

If you have any questions about your schedule please contact your Lead, Office Manager or Regional Manager. If you have specific questions for training please feel free to email us at dor_dltrainingoperations@state.co.us

We look forward to meeting you.

Sincerely,

DMV Training Team

DC Citations/Convictions Unit New Hire Onboarding Checklist

Employees Name: _____		Begin Date: _____	
Training Activities	Citations Convictions	Employee Initials	Manager Initials
DOR Network	☐		
DRIVES (CVP, CVL)	☐		
Q-Flow 6.2			
DRIVES Intranet	☐		
LMS Training - complete online through the LMS system Send an email request to attend @ dor_dmv_county_lms@state.co.us and CC: dor_dltrainingoperations@state.co.us			
DRIVES LMS Virtual Orientation Training	☐		
Using Tools in Zoom			
Using Tools in Zoom Desk Aid Review	☐		
Verbal Defense and Influence			
Verbal Defense and Influence (Required)	☐		
Disability Awareness and Etiquette			
Disability Awareness and Etiquette (Required)	☐		
Certification/Learning Plans must be completed in order			
DRIVES Compliance Certificate Plan			
Note: Effective 7/1/2023 DRIVES Access is dependent upon completion of this plan			
DRIVES Compliance (8 modules)	☐		
Welcome to the DMV (4 modules)	☐		
Fraud Detection and Remediation Certificate Plan			
AAMVA Fraud for DS staff (Module 1 & 2 Only)	☐		
Fundamentals Certification Plan			
DS - Introduction to DS Fundamentals (6 Modules)	☐		
DC - DRIVES Basics	☐		
DS - DRIVES Fundamentals 101 (6 Modules)	☐		
DS - DRIVES Fundamentals 102 (4 Modules)	☐		



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DRIVES (CVP, CVL)	☐		
Q-Flow 6.2			
DRIVES Intranet	☐		
LMS Training - complete online through the LMS system Send an email request to attend @ dor_dmv_county_lms@state.co.us and CC: dor_dltrainingoperations@state.co.us			
DRIVES LMS Virtual Orientation Training	☐		
Using Tools in Zoom			
Using Tools in Zoom Desk Aid Review	☐		
Verbal Defense and Influence			
Verbal Defense and Influence (Required)	☐		
Disability Awareness and Etiquette			
Disability Awareness and Etiquette (Required)	☐		
Certification/Learning Plans must be completed in order			
DS - DRIVES Fundamentals 103 (6 Modules)	☐		
Credentials Certification Plan			
DS - Principles 101 (5 Modules)	☐		
DS - Principles 102 (4 Modules)	☐		
Citations/Convictions Unit Certificate Plan			
DC - Citations/Convictions Unit Essentials (8 Modules)	☐		
Congratulations! You have now completed all requirements to begin your on the job training!			

I/We acknowledge the Certification plans listed above have been completed.
 Supervisors should retain this checklist in the employees personnel file. Supervisors
 should retain this checklist in the employees personnel file.



Employee Signature and Date

Supervisor Signature and Date