**Course Description:**
Are you responsible for any CSM regulatory reports? If so, don't miss this Regulatory Report Procedures training. Are you aware of the process in place to assure timely and accurate submission? Are you following the correct procedures? The Office of Planning, Institutional Effectiveness, and Research (PIER) has developed this informational session to answer all your questions and lead you through the proper steps which have been developed to make the process easy to assure reports are filed on time with the requiring organization. Regulatory reports are required by such agencies as the IRS, MHEC and DOE, MDDLLR and many more.

**Audience:**
- Any CSM employee responsible for filing any type of regulatory report to any outside agency

**Course Length:**
- 1 hour

**Prerequisites:**
- None

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<table>
<thead>
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<th>Course Outline (cont’d):</th>
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<tr>
<td><strong>Filing workflow</strong></td>
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<td><strong>Filing Guidelines</strong></td>
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<tr>
<td>✓ New reports</td>
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<tr>
<td>▪ Form PIER-2</td>
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<td>✓ Updates to existing reports</td>
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<tr>
<td>▪ Form PIER-2A</td>
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<td><strong>Locating information</strong></td>
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<tr>
<td>✓ Review PIER intranet web site</td>
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<td><strong>Contact info</strong></td>
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<td><strong>FAQ’s</strong></td>
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**Course Outline:**
- What is a regulatory report?
- Review of CSM regulatory reports by type
- Support
  ✓ PIER
  ▪ Serves as clearinghouse
  ▪ Receives agency specs and guidelines
  ▪ Documents report requirements
  ✓ ITS
  ▪ Provides technical support
  ▪ Patches
  ▪ Custom programming
- Clearinghouse activities
  ✓ Procedures
  ✓ Designations
  ✓ Levels 1 – 3
  ✓ Support required for each level designation and report type

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For more Technical Training information, visit: http://info.csmd.edu/Training/technical

Or contact:
- Technical Training Coordinator
  Wendy Cleary
  Ext. 7610, email wendyc

- Technology Associate
  Debbie Proctor
  Ext. 7956, email debrap