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"Rummaging in the government's attic"

Description of document:	National Indian Gaming Commission (NIGC) Training Catalog, 2015
Requested date:	09-March-2016
Released date:	05-April-2016
Posted date:	09-May-2016
Source of document:	FOIA Request FOIA Officer National Indian Gaming Commission 1849 C Street NW Mailstop #1621 Washington, DC 20240 Fax: (202) 632-7066

April 5, 2016

Re: NIGC-FOIA-2016-024

This responds to your Freedom of Information Act (FOIA) 5 U.S.C. § 552, request to the National Indian Gaming Commission (NIGC) received in the FOIA office on March 9, 2016. You requested:

1. "The listing of training courses available to tribes from NIGC."

The NIGC FOIA Office has conducted a search of its files and has located 1 document (totaling 56 pages) responsive to your request that is being released to you in full.
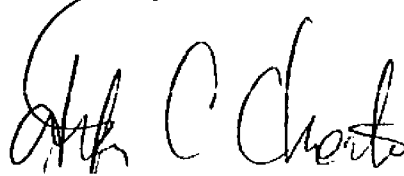
Please note that for fee purposes you were designated an "**all others**" requester. This designation entitles you to no charge for the first 2 hours of search time, no charge for review time; and, no charge for the first 100 pages of duplication. 25 C.F.R. § 517.9(d)(2). The duplication for this request did not exceed that threshold. Accordingly, you are not required to pay any fees with respect to this request.

As this completes the processing of this request, the NIGC FOIA Office now considers your request closed.

Pursuant to 25 C.F.R. § 517.8, you may challenge the NIGC FOIA Office's determination by submitting a written appeal to the National Indian Gaming Commission, C/O Department of the Interior, 1849 C Street N.W., Mail Stop #1621, Washington, D.C., 20240 within thirty (30) working days of the date of receipt of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." The written submission should include copies of the original request, the denial, and a brief statement of the reasons you believe the denial to have been in error. 25 C.F.R. § 517.8(c).

If you have any questions and/or concerns, please do not hesitate by contacting me via telephone at (202) 632-7003 or by way of e-mail at AnDrea_Choate@nigc.gov.

Sincerely,

AnDrea C. Choate'
FOIA/PA and Records Management Assistant

Enclosure

NATIONAL INDIAN GAMING COMMISSION

TRAINING CATALOG

2015

MESSAGE FROM THE COMMISSION

Over twenty five years ago Congress adopted the Indian Gaming Regulatory Act (IGRA) to provide a statutory basis for gaming by Indian tribes. The National Indian Gaming Commission (NIGC), was created by IGRA to regulate gaming activities conducted by sovereign Indian tribes on Indian lands. The mission of the NIGC is to fully realize IGRA's goals of: (1) promoting tribal economic development, self-sufficiency and strong tribal governments; (2) maintaining the integrity of the Indian gaming industry; and (3) ensuring that tribes are the primary beneficiaries of their gaming activities. One of the primary ways the NIGC does this is by providing training and technical assistance to Indian tribes and their gaming regulators.

The NIGC has identified four priorities. They are: (1) consultation and relationship building; (2) training and technical assistance; (3) regulatory reviews; and (4) agency operational reviews. In addition, the NIGC has adopted the Assistance, Compliance and Enforcement (ACE) initiative, which is designed specifically to give tribes the opportunity to move to successful compliance through our greatest assistance tools, training and technical assistance.

A properly trained and informed workforce is the most successful key to regulation and the assurance of compliance. Focused, targeted and responsive training and technical assistance programs provide a foundation that maintains the integrity and success of Indian gaming.

Through dedication and hard work, Indian gaming has experienced notable and successful growth thanks to the partnership of dedicated employees, regulators and tribal governments and the NIGC. Our continued success depends on grabbing the growing momentum and work together for success, now and into the coming future.

Jonodev Osceola Chaudhuri
Acting Chairman

Daniel Little
Associate Commissioner

Introduction

Welcome to the course catalog for the National Indian Gaming Commission (NIGC). The NIGC serves the Indian gaming community, offering more than 25 lessons and a variety of training courses and technical assistance to help build skills that tribal gaming commissions and operations employees need to function effectively in gaming endeavors as they strive to maintain regulatory compliance.

The NIGC serves tribal entities in a vast number of professional disciplines, in pre-existing courses designed to focus on routine and on-going needs, as well as flexible, targeted technical assistance to address critical emergent issues. Instruction is offered at the awareness, performance, and management levels. Participants attend NIGC courses with the basic skills of their profession and learn how to apply them in the context of gaming regulatory preparedness and compliance.

Courses are instructor led and are offered in residence (i.e. at a tribal venue or training facility) or through mobile programs in which courses are brought to site specific locations for tribes that request them.

Throughout this NIGC Training Catalog, there is valuable information about NIGC training courses, including how to schedule and attend courses, as well as requesting technical assistance. As new courses become available, NIGC will continue to update this catalog to provide the most up-to-date information to the Indian gaming community.

Course Levels

The NIGC offers courses at the awareness, performance, and management levels to accommodate different needs and job functions of the Indian gaming community. Awareness level courses are designed for basic information delivery, providing the needed skills necessary to recognize and understand basic information for conducting gaming on Indian lands. Performance level courses are designed for more in-depth requirements in which specific criteria must be met and followed to ensure regulatory success. Management level courses are designed, as the title suggests, for managers and leaders who are responsible for the regulatory performance of their facility, or for tribal level leadership who oversee, plan and coordinate the gaming activities of their tribes.

Our instructor-led training curriculum provides a broad foundation for you to learn and immediately apply recommended workflows and processes to author, share and use NIGC regulations and resources to help achieve compliance. Courses will help you speed up your adoption of new technology; be more productive; and more easily share and collaborate with colleagues, decision makers, and the general public.

TRAINING ANNOUNCEMENTS
Online registration for classes opens at www.nigc.gov/Technical_Assistance_and_Training approximately three months before each course.

Enjoy the convenience and flexibility of registering online, or at the registration table on the date of event. All participants who successfully register online are assured a seat in the training event, with adequate materials available.

Early registration is recommended to ensure there is sufficient space, as most of the venues have a limit to the number of participants who can attend.

CLASS SCHEDULE
Most classroom courses start at 9 a.m., with the exception of some classes as noted in the course description. Registration/sign-in usually takes place an hour before the class starts.

DRESS CODE
The dress code is business casual for all training events. The temperature in meeting rooms varies; therefore, for individual comfort, it is recommended that participants bring adequate clothing.

BENEFITS OF CLASSROOM TRAINING
A few benefits include:

- No registration fees

- Certificates of Completion

- Up to date information/current and relevant processes and procedures

NO REGISTRATION FEES
Training is free for all attendees who work for a tribal gaming facility or tribe in some capacity of gaming and for others who are eligible to attend NIGC training. The only expenses are travel and lodging for instructor-led classroom courses.

CERTIFICATES OF COMPLETION
Personalized Certificates of Completion are provided to participants who attend the class. Participants who pre-register receive their certificates the last day of the class, while most participants who register at the event usually receive their certificate by email after the class.

UP TO DATE/RELEVANT INFORMATION
All NIGC training is based off of existing laws, regulations, processes and procedures, which are current and meet regulatory standards nationwide. The courses are conducted by experienced and knowledgeable staff and regularly updated for relevancy.

REGIONAL CONTACT INFORMATION

The NIGC is headquartered in Washington, D.C. and has regional offices in Arizona, California, Oklahoma (2), Oregon and Minnesota, with satellite locations in Rapid City, South Dakota and Temecula, CA. The regional directors and staff are the main NIGC contacts for technical assistance training requests.

National Indian Gaming Commission Headquarters
Mailing Address: 1849 C Street NW, Mail Stop 1621, Washington, D.C. 20240
Physical Address: 90 K Street NE, Suite 200, Washington, D.C. 20002
Phone: (202) 632-7003
www.nigc.gov

Portland Regional Office
Gus Solomon Building, Suite 212
620 SW Main Street
Portland, OR 97205
Phone: (503) 326-5095
Fax: (503) 326-5092

Sacramento Regional Office
801 I Street, Suite 489
Sacramento, CA 95814
Phone: (916) 414-2300
Fax: (916) 414-2310

Temecula Satellite Office
27708 Jefferson Ave., Suite 202
Temecula, CA 92590
Phone: (951)-719-7149
Alt. Phone: (951)-375-2153

Phoenix Regional Office
3636 North Central Avenue
One Columbus Ave, Suite 880
Phoenix, AZ 85012
Phone: (602) 640-2951
Fax: (602) 640-2952

Tulsa Regional Office
224 South Boulder, Room 301
Tulsa, OK 74103
Phone: (918) 581-7924
Fax: (918) 581-7933

St. Paul Regional Office
380 Jackson Street, Suite 420
St. Paul, MN 55101
Phone: (651) 290-4004
Fax: (651) 290-4006

Rapid City Satellite Office
405 East Omaha Street, Suite A
Rapid City, SD 57701
Phone: (605) 718-5724
Fax: (605) 718-5716

Oklahoma City Regional Office
215 Dean A. McGee Ave. Suite 218
Oklahoma City, OK 73102
Phone: (405) 609-8626
Fax: (405) 609-8658

TRAINING TEAM CONTACT INFORMATION

The training team provides learning opportunities to tribal gaming employee's and other partners that share in the mission of Indian gaming. In addition to the classroom training, workshops and national seminars, the NIGC training section monitors and compiles training information and analytics on a national level.

The training section is located at the NIGC headquarters in Washington D.C. and the Phoenix Regional Office. The team includes:

Randall Conrad
randall_conrad@nigc.gov
Training Manager: Leads the training section and is responsible for program needs assessment, curriculum strategic development, on-site workshops and instructional solutions requests, annual training schedule and catalog development.

Kirian Fixico
kirian_fixico@nigc.gov
Training Coordinator: Manages all logistics for training events; administers the participant and class records management and reporting, and instructor support, training materials and reporting.

CONTINUOUS IMPROVEMENT AND FEEDBACK
Our continued success is highly dependent on our customer feedback. We continually strive to improve training opportunities and use customer feedback to help meet that goal. We value customer participation and suggestions. Instructors distribute course evaluation surveys at every session. Please complete and return these forms so that we can continue to improve our service. Thank you!

Lesson Listing

AWARENESS

Lesson Number	Lesson Name	Course Provider	Course	Page No #
AWR-100	Introduction to NIGC	All Staff	Any	10
AWR-101	Basic IGRA	Region Staff/OGC	RTC/TA	11
AWR-102	Class II Gaming Systems	Training Staff	RGT	12
AWR-103	Value of Internal Control Systems	All Staff	RTC/TA	13
AWR-104	Information Technology (IT) Overview	IT Audit Staff	RTC/TA	14
AWR-105	Agreed Upon Procedures Overview	Audit Staff	RTC/TA	15
AWR-106	Internal Audit Overview	Audit Staff	RTC/TA	16
AWR-107	Prerequisites to Conduct Gaming	OGC Staff	RTC/TA	17
AWR-108	Introduction to Part 518 Self-Regulation	All Staff	RTC/TA	18
AWR-109	NIGC Electronic Fingerprint Program	IT Fingerprint Staff	RTC/TA	19
AWR-110	Understanding FBI Criminal History	IT Fingerprint Staff	RTC/TA	20
AWR-112	543 Implementation and Compliance Overview with Toolkit	Training and Audit Staff	RTC/TA	21

PERFORMANCE

Lesson Number	Lesson Name	Course Provider	Course	Page No #
PER-200	Accounting Standards	Audit Staff	RTC/TA	22
PER-201	Surveillance	Compliance Staff	RTC/TA	23
PER-202	Electronic Gaming Machines	Training Staff	RGT	24
PER-203	Class II Tech Standards (Part 547)	IT Audit Staff	RGT	25
PER-204	Associated Equipment and Peripherals	All Staff	RGT	26
PER-205	Gaming Forensics	IT Audit Staff	RGT	27
PER-206	IT Threats for Casinos	IT Audit Staff	RTC/TA	28
PER-207	Bingo	Audit Staff	RTC/TA	29
PER-208	Pull Tabs	Audit Staff	RTC/TA	30
PER-209	Card Games	Audit Staff	RTC/TA	31
PER-210	Gaming Machines	Audit Staff	RTC/TA	32
PER-211	Drop and Count Class II	Audit Staff	RTC/TA	33
PER-212	Drop and Count Class III	Audit Staff	RTC/TA	34

Lesson Listing cont.

PERFORMANCE cont.				
Lesson Number	**Lesson Name**	**Course Provider**	**Course**	**Page No #**
PER-213	Cage Class II	Audit Staff	RTC/TA	35
PER-214	Table Games	Audit Staff	RTC/TA	36
PER-215	Information Technology	IT Audit Staff	RGT	37
PER-216	Gaming Promotions, Player Tracking Systems and Complimentary Services	Audit Staff	RTC/TA	38
PER-217	Internal Audit	Audit Staff	RGT	39
PER-218	NIGC Fee Calculation	Audit Staff	RGT	40
PER-219	Minimum Bankroll Class III	Audit Staff	RTC/TA	41
PER-220	Patron Deposit Accounts, Cashless Systems and Lines of Credit	Audit Staff	RTC/TA	42
PER-221	Information Technology and Information Technology Data	IT Audit Staff	RTC/TA	43
PER-222	Cage, Vault, Kiosk, Cash and Cash Equivalents Class II	Audit Staff	RTC/TA	44
PER-223	Audit and Accounting Class II	Audit Staff	RTC/TA	45
PER-224	Auditing Revenue Class II	Audit Staff	RTC/TA	46
PER-225	Keno	Audit Staff	RTC/TA	47

MANAGEMENT				
Lesson Number	**Lesson Name**	**Course Provider**	**Course**	**Page No #**
MGT-300	Resources for Tribal Gaming Regulatory Authorities	Region Staff	RGT	48
MGT-301	The Model Gaming Ordinance	OGC Staff	RTC/TA	49
MGT-302	NIGC Enforcement Actions	OGC Staff	RTC/TA	50
MGT-303	Obtaining Legal Opinions from the NIGC Office of General Counsel	OGC Staff	RTC/TA	51
MGT-304	Tribal Gaming Commissioners Duties and Responsibilities	Region Staff	RTC/TA	52
MGT-305	Tribal Background Investigations and Licensing	Region Staff/OGC	RTC/TA	53

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Introduction to NIGC   AWR-100

Course Provider: All Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description
Participants will be exposed to the basic aspects of what the NIGC is, its regulatory creation and duty, make-up and responsibilities. They will discuss the implications of processes and procedures of the NIGC, as well as recent regulatory changes and those upcoming in the near future. Through interactive lecture, participants will be able to ask questions, explore areas for deeper knowledge transfer and gain opportunities for future development.

Course Objectives
At the end of this course, participants will be able to:
-Identify key elements of NIGC
-Recall aspects of NIGC's regulatory creation
-Identify key elements of NIGC's make-up and authority

Mission Areas
Knowledge

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Basic IGRA

AWR-101

Course Provider: Region Staff/OGC   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description
Participants will receive an overview of the IGRA and its requirements for tribal governments, regulators and gaming employees. This course provides the history of IGRA's enactment and details the structure and authority of the NIGC.

Course Objectives
At the end of this course, participants will be able to:
- Identify key elements of IGRA
- Identify key elements of responsibility to meet the tenants of IGRA
- Identify the structure of the NIGC as created through IGRA

Mission Areas
Knowledge

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Class II Gaming Systems   AWR-102

Course Provider: Training Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description
Participants will gain a basic understanding of the layout and specifics of Class II gaming systems, the specific focus and rules around Class II, primary differences from Class III systems, various components, and other regulatory subject matter. A brief overview of Class II PAR sheets in various formats will also be given.

Course Objectives
At the end of this course, participants will be able to:
-   -Identify various Class II manufacturers
    -Recall Class II Bingo specifics with respect to regulatory focus
    -Understand Class II system architecture
    -Review current Class II systems
    -Recognize typical differences: Class II vs. EGM
    -Identify Class II PAR Sheet examples

Mission Areas
Knowledge

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

AWARENESS

Value of Internal Control Systems

AWR-103

Course Provider: All Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description

Participants will be provided an overview of why the implementation of effective internal control systems is necessary to protect the interests of the stakeholders of a tribal gaming operation. We will discuss how internal controls help the gaming operation achieve its objectives, through preventive controls (separation of duties, passwords, authorization requirements, and physical safeguards); (detective controls (output reviews, exception reports, reconciliations, physical inventories and audits); and directive controls (policy statements, performance guidelines, and training programs). Examples will be provided of how deficient internal control systems have contributed to errors, omissions, malfunctions and the misappropriation of assets occurring and going undetected. At the conclusion of the presentation, attendees will have an enhanced appreciation for the need for effective internal control systems consistent with the best practices of the gaming industry.

Course Objectives

At the end of this course, participants will be able to:
- Gain an understanding of a system of internal control
- Differentiate between types of internal controls
- Identify the components of an internal control system
- Understand management's responsibilities related to internal controls

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff
Tribal Leadership

Training Certificates

Certificate of Completion

Information Technology (IT) Overview

AWR-104

Course Provider: IT Audit Staff
Course Length: 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description
Participants will be provided an overview of the IT process in general terms. We will discuss IT terminology and processes, provide a general understanding of current IT MICS control objectives as well as common risk mitigating techniques. Additionally, we will touch on why the introduction of server based, server supported and remote gaming technologies will bring the IT process directly into the play of the games. Attendees will obtain an enhanced appreciation for the value of the IT department in today's gaming environment and the likelihood of its importance increasing materially over the next few years.

Course Objectives
At the end of this course, participants will be able to:
- Gain an understanding of basic IT terminology
- Gain an understanding of current suggested IT MICS
- Identify and understand the differences in different server based gaming
- Gain an overall understanding of the value of IT in today's gaming

Mission Areas
Knowledge

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Agreed Upon Procedures Overview

AWR-105

Course Provider: Audit Staff

Course Length: 1.0 hours

Course Delivery: Residential Training/Technical Assistance

Course Level: Awareness

Course Description

Participants will be provided an overview of the benefits of engaging an independent Certified Public Accountant (CPA) to annually evaluate the system of internal controls. Professional standards governing attestation engagements will be generally reviewed. The MICS standards pertaining to the scope of responsibilities of the CPA in the performance of an Agreed-Upon Procedures (AUP) engagement will be highlighted, including suggested report format and cover letter.Finally, we will discuss how the NIGC uses the submitted AUP reports and analysis of the data. Attendees will better understand how the engagements are intended to benefit gaming operators and regulators.

Course Objectives

At the end of this course, participants will be able to:

-Have an understanding of the AUP

-Have an understanding of the benefits of performing an AUP

-Have an understanding of the difference between an AUP report and a management letter (SAS 114 & SAS 115)

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Internal Audit Overview AWR-106

AWARENESS

Course Provider: Audit Staff
Course Length: 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description

Participants will be provided an overview of the value of the internal audit process at an overview level. We will review the professional standards that guide the internal audit profession. Additional topics will include benefits of internal audit, independence, reporting structure and guidelines, and types of audits. The internal audit's role in the organization's risk management, control and governance processes will be highlighted. Attendees will gain an understanding of the internal audit function and how it provides value to the gaming enterprise.

Course Objectives

At the end of this course, participants will be able to:

- Have an understanding of the internal audit process
- Identify the differences between the internal audit and external audit
- Understand how internal audit provides value to the organizations objectives and goals
- Identify different types of audits that can be performed by internal audit

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff
Tribal Leadership

Training Certificates

Certificate of Completion

Prerequisites to Conduct Gaming

AWR-107

Course Provider: OGC Staff

Course Length: 1.0 hours

Course Delivery: Residential Training/Technical Assistance

Course Level: Awareness

Course Description

Participants will be provided an overview course offered to tribal councils, gaming commissioners and others seeking a basic explanation of what tribes must do before they can start gaming under the IGRA. It will be followed by a question and answer period designed to address participants' specific questions.

Course Objectives

At the end of this course, participants will be able to:

-Identify all regulatory requirements for a tribe to begin conducting and regulating gaming

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Introduction to Part 518
Self-Regulation

AWR-108

AWARENESS

Course Provider: All Staff

Course Length: 1.0 hours

Course Delivery: Residential Training/Technical Assistance

Course Level: Awareness

Course Description

Participants will be provided an overview of the process and procedures for implementation of, review, and approval of Self-Regulation requests from tribes under the new guidelines in 25 CFR section 518, which became effective September 1, 2013.

Course Objectives

At the end of this course, participants will be able to:

- Identify the reasons for applying for self-regulation of Class II Gaming
- Recall the process and procedures for applying for self-regulation
- Understand the requirements and time frames associated with 518
- Recognize the benefits of a successful process

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

NIGC Electronic Fingerprint Program

AWR-109

Course Provider: IT Fingerprint Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description

Participants will be provided with an overview of the processes and procedures for implementation, review, and submission of electronic fingerprints through the NIGC System and agreement with the FBI. Further, attendees will be exposed to the list of live scan vendors who have compliant devices to submit electronic fingerprints to NIGC, the resubmission process, submitting hard cards for processing, name search procedures and how the billing/invoice process is done.

Course Objectives

At the end of this course, participants will be able to:
- Identify the benefits of submitting electronic fingerprints
- Identify live scan vendors who have compliant devices
- Identify the process for submitting electronic fingerprints
- Identify the process for resubmitting fingerprints that were previously "invalid"
- Identify the process for submitting hard cards to NIGC to be processed
- Identify common error codes when submitting electronic fingerprints
- Identify the process for requesting a name search
- Identify the process of billing/invoice
- Identify the process for participating in submitting electronic fingerprints

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Understanding FBI Criminal History

AWR-110

Course Provider: IT Fingerprint Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description

Participants will be provided an overview of the processes and procedures for understanding, review, and action needed when receiving an FBI Criminal History Report for the purposes of hiring employees. Further, attendees will be exposed to types of Criminal History Record Information (CHRI) reports, the different FBI reports, how to read the information in the CHRI, expungements and sealed records and learning some abbreviations and terms.

Course Objectives

At the end of this course, participants will be able to:
- Identify the three types of CHRI reports
- Identify how the CHRI is used not just for employment
- Identify the two types of FBI reports
- Identify the parts of a CHRI report and the content it provides
- Identify the difference between felonies, misdemeanors and infractions
- Identify the possible rulings/outcomes on a CHRI report
- Identify the difference between expungements and sealed records
- Identify the many abbreviations and terms to assist in reading a CHRI report

Mission Areas

Knowledge

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

543 Implementation and Compliance Overview with Toolkit AWR-112

Course Provider: Training and Audit Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Awareness

Course Description

With the release of 25 CFR Part 543, many questions and implementation process needs arose. NIGC responded with clarification instruction for implementation of 543, along with a toolkit designed to help tribes meet compliance requirements in as smooth a process as possible. Full implementation should have already occurred, however, this course is available for those tribes who want/need guidance, or who want some extra focus on ensuring they are in compliance with the requirements.

Course Objectives

At the end of this course, participants will be able to:
-   -Identify the needs and requirements of 543
-   -Understand the importance of compliance with 543
-   -Recognize critical measures that need to be met with 543
-   -Identify what changes need to be made in processes, TICS and SICS
-   -Recognize any remaining issues with compliance with 25 CFR Part 543

Mission Areas
Knowledge

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Accounting Standards   PER-200

Course Provider: Audit Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding of the MICS specific to the accounting function. Topics will include, but not be limited to: general accounting records requirement, accounting procedures over the fiscal affairs of the organization, computation of gross gaming revenue (including currency controls, accounting for periodic payments, cash out tickets, and unpaid credit instruments), allowable and non-allowable deductions from gross revenue, and maintenance and preservation of records. Attendees will gain an enhanced understanding of the accounting controls for gaming operations.

Course Objectives
At the end of this course, participants will be able to:
-   -Gain an understanding of MICS 543 standards
    -Identify required accounting record keeping
    -Identify allowable and non-allowable deduction from gross revenue

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Surveillance   PER-201

Course Provider: Compliance Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will be provided instruction that will review surveillance requirements in a gaming environment. The instruction will also cover the MICS surveillance checklist.

Course Objectives
At the end of this course, participants will be able to:
- Identify Surveillance MICS requirements that require TGRA action or notification
- Discuss methods to improve cooperation
- Discuss Surveillance reports for monitoring regulatory compliance and identifying potential threats to assets
- Review case studies and current crime trends that demonstrate how deficient internal controls contributed to the occurrence of irregularities

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Electronic Gaming Machines   PER-202

Course Provider: Training Staff   **Course Length:** 4.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain a basic understanding of Electronic Gaming Machines (EGM), various components of EGMs and other regulatory subject matter. Further, attendees will be exposed to and gain understanding of a variety of EGM specifics such as Accounting/Event Meters, EGM Report Capabilities, PAR Sheet analysis, and Random Number Generators (RNG).

Course Objectives
At the end of this course, participants will be able to:
-   -Identify historical elements of EGM's
-   -Identify technological changes and impacts on EGM's
-   -Identify key differences in Class II and Class III machines
-   -Recall aspects of RNG information and machine math
-   -Identify key aspects of Percentage and Reel Sheets (PAR)

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Class II Tech Standards (Part 547)

PER-203

PERFORMANCE

Course Provider: IT Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding on the meaning and implementation of 25 CFR Part 547, Class II technical standards. Particular attention will be paid to reviewing the technology submission and certification process, procedural requirements, and significant technical issues and requirements.

Course Objectives
At the end of this course, participants will be able to:
- Identify historical elements and the intent of 547
- Identify the scope and process for 547
- Identify key requirements and aspects contained within 547
- Recall aspects on issues such as Grandfathering, Variances, Data Communication and downloading

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Associated Equipment and Peripherals

PER-204

Course Provider: All Staff
Course Length: 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding and focus on common devices that are a part of the gaming floor, but generally not considered gaming devices themselves. Equipment discussed will include; computerized casino accounting systems, kiosks, bill acceptors, ticket printers, and others.

Course Objectives
At the end of this course, participants will be able to:
- Identify equipment classified as Associated Equipment
- Identify the regulatory problems encountered with associated equipment
- Recall specific items of focus

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Gaming Forensics   PER-205

PERFORMANCE

Course Provider: IT Audit Staff   **Course Length:** 5.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding and focus on forensics and the very real results of a lack of efforts and controls. The course will explore various strategies, best practices, and other guidelines available for regulators and other tribal gaming personnel in dealing with equipment malfunctions and thefts, proper handling of malfunctions and system errors resulting in a forensic, proper evidence control and a variety of useful processes to help create policy. Participants will work through an exercise, in which an actual forensic is identified and proper processes discussed and worked through.

Course Objectives
At the end of this course, participants will be able to:
-Identify potential forensics in gaming and the process for dealing with them effectively
-Identify the importance of and process for forensic investigation in gaming
-Recall the process for establishing a forensic plan of action
-Identify the elements of the first responder team and its importance

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

IT Threats for Casinos

PER-206

Course Provider: IT Audit Staff
Course Length: 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding into the reality that the greatest threats to casino security are not from external game cheats, or internal theft, but from vulnerable IT systems in which determined thieves can gain access to vulnerable systems and disrupt casino operations. This workshop provides information on how these threats are gaining access to the systems, and provides detailed mechanisms to combat the threats, along with a working toolkit for identifying and responding to IT issues and concerns.

Course Objectives
At the end of this course, participants will be able to:
- Gain an understanding of current IT threats to casino systems
- Gain an understanding of the need for protecting wireless systems
- Identify points of potential security vulnerability inside an operation
- Gain an understanding of how to prevent and combat IT threats

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Bingo

PERFORMANCE

Course Provider: Audit Staff **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss the MICS specific to the manual games of Bingo. Topics will include, but not be limited to: game play, inventory controls, fund accountability, statistical analysis of game performance, equipment standards, payouts (including promotional awards), and auditing requirements. Attendees will gain an enhanced understanding of the inherent risks associated with the games and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
   -Gain an understanding of 25 CFR Part 543.8,MICS for Bingo
   -Achieve an understanding of storage, issuance and inventory for Bingo stock
   -Gain an awareness of the auditing procedures for manual draw Bingo
   -Recognize statistical reporting and how it is used to evaluate game performance

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Pull Tabs   PER-208

Course Provider: Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding of the MICS specific to Pull Tabs. Topics will include, but not be limited to: game play, inventory controls, fund accountability, statistical analysis of the game performance, equipment standards, payouts (including promotional awards), and auditing requirements.   Attendees will gain an enhanced understanding of the inherent risks associated with Pull Tabs and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
- Gain an understanding of 25 CFR Part 543.9, MICS , standards
- Achieve an understanding of storage, issuance and inventory for Pull Tab stock
- Gain an awareness of the auditing procedures for Pull Tabs
- Become aware of statistical reporting and how it is used to evaluate game performance

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Card Games

PER-209

PERFORMANCE

Course Provider: Audit Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding of the MICS specific to card games. Topics will include, but not be limited to: game play, inventory controls, fund accountability, statistical analysis of the game performance, equipment standards, payouts (including promotional awards), and auditing requirements.   Attendees will gain an enhanced understanding of the inherent risks associated with card games and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
        -Gain an understanding of 25 CFR Part 543.10 MICS standards
        -Achieve an understanding of storage, issuance, and inventory for card game stock
        -Gain an awareness of the auditing procedures for card games
        -Become aware of statistical reporting and how it is used to evaluate game performance

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Gaming Machines   PER-210

Course Provider: Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss the risks associated with critical processes of a gaming environment through a discussion of the MICS Audit Checklist for Gaming Machines. Emphasis will be on practical and relevant issues in auditing against the federal regulation of gaming machines, and the specifics surrounding Tribal Internal Control Standards (TICS), which may be more stringent that NIGC regulated MICS. This lesson provides a broad overview of gaming machines, the checklist used by NIGC to audit gaming machines and the various risks and considerations with gaming machines, and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:

-Recognize and be familiar with gaming machine requirements and checklists to better determine that the device or game functions in a manner consistent with the predetermined parameters

-Understand a variety of concepts relevant to the technical specifications of a gaming machine, server based game, server assisted game and remote access game

-Recognize specific internal control requirements to facilitate controls and decisions to ensure regulatory compliance

-Gain insight and understanding into a variety of issues and concerns with gaming machines, from security to infrastructure issues such as electric surges and problems

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Drop and Count - Class II   PER-211

PERFORMANCE

Course Provider: Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss 25 CFR part 543.17, MICS , specific to the drop and count process for Class II gaming. Topics will include, but not be limited to: Supervision, count room access, table games drop and count procedures, soft count personnel and count room inventory controls (including interim transfers), gaming machine drop and count procedures, key controls (including computerized systems), and emergency drop procedures. Attendees will gain an enhanced understanding of the inherent risks associated with the drop and count process and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
        -Gain an understanding of 25 CFR part 543.17, MICS , standards as they
        pertain to best industry practices around drop and count
        -Achieve an understanding of the drop and count processes
        -Identify recommended documentation procedures for the count
        -Become aware of proper key controls for the drop and count process

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Drop and Count - Class III   PER-212

Course Provider: Audit Staff
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Length: 2.0 hours

Course Description
Participants will gain an understanding of the MICS specific to the drop and count process. Topics will include, but not be limited to: table games drop and count procedures, count room personnel and count room controls, gaming machine drop and count procedures, count standards, key control standards, and emergency drop and count procedures. Attendees will gain an enhanced understanding of the inherent risks associated with the drop and count process and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
-Gain an understanding of suggested MICS 542 standards as they pertain to best industry practices
-Achieve an understanding of the drop and count processes
-Identify recommended documentation procedures for the count
-Become aware of proper key controls for the drop and count process

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Cage - Class III

PERFORMANCE

Course Provider: Audit Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding of the suggested MICS specific to cage. Topics will include, but not be limited to: check cashing, customer deposits, safe deposit boxes, cage and vault accountability, chip and token standards, coupons, accounting/auditing standards and extraneous items.   Attendees will gain an enhanced understanding of the inherent risks associated with the cage and how the MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
- Gain an understanding of MICS 542 standards as they pertain to best industry practices
- Achieve an understanding of recommended cage procedures
- Highlight the importance of documentation for the cage/vault accountability

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Table Games   PER-214

Course Provider: Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will gain an understanding of the suggested MICS specific to table games. Topics will include, but not be limited to: fills and credits, table inventory, computer generated documentation, cards and dice, statistical analysis of game performance, marker, and other forms of credit and accounting/auditing standards. Attendees will gain an enhanced understanding of the inherent risks associated with table games and how the suggested MICS are intended to mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
-Gain an understanding of the suggested MICS 542 standards as they pertain to best industry practices
-Achieve an understanding of (recommended procedures for Table Games)
-Become aware of statistical reporting and how it is used to evaluate game performance

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

PERFORMANCE

Course Provider: IT Audit Staff   **Course Length:** 3.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description

Participants will discuss the suggested MICS specific to the IT process. Topics will include, but not be limited to: physical access and maintenance controls, system parameters, user/service/default accounts, administrative access, backups and record keeping (including electronic storage), network security (including remote access), changes to production environment, and the IT department and in-house developed and purchased systems. Case studies will be reviewed based on the experience of the Audit Division of how deficient internal control systems have contributed to the occurrence of irregularities. Attendees will gain an enhanced understanding of the vulnerabilities associated with IT and how the MICS are intended to mitigate those risks.

Course Objectives

At the end of this course, participants will be able to:
- Gain a deep understanding of IT functions specific to gaming systems and controls
- Gain an understanding of the suggested IT MICS and standards
- Identify, understand, and recognize different systems in server based gaming
- Recognize and expand processes to utilize the value of IT in today's gaming

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Gaming Promotions, Player Tracking Systems and Complimentary Services

PER-216

Course Provider: Audit Staff
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Length: 2.0 hours

Course Description
Participants will discuss 25 CFR part 543.12, MICS , specific to the gaming promotions, player tracking and complimentary services. Topics will include, but not be limited to: supervision, gaming promotions, rules of play requirements, awards and prizes and rules of promotions, as well as variances and the TGRA responsibilities within these functions.

Course Objectives
At the end of this course, participants will be able to:
-Gain an understanding of 25 CFR part 543.12, MICS , specific to gaming promotions, player tracking and complimentary services
-Gain an understanding of the TGRA requirements
-Identify, understand, and recognize risks and mitigations with respect to gaming promotions, player tracking and complimentary services

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Internal Audit

PER-217

Course Provider: Audit Staff **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description

Participants will gain an understanding of the MICS specific to the internal audit function. Topics will include, but not be limited to: independence, audits required, audits recommended, follow-up of findings, documentation, audit reports, and the role of management. Attendees will gain an enhanced understanding of the MICS specific to internal audit.

Course Objectives

At the end of this course, participants will be able to:
-Gain an understanding of requirements and recommendations related to the Internal Audit function
-Achieve an understanding of required and recommended internal audit procedures
-Become aware of follow up procedures to verify corrective action
-Gain an understanding of the importance of documenting and reporting the internal audit work

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

NIGC Fee Calculation   PER-218

Course Provider: Audit Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss the requirements of 25 CFR Part 514, Fees. The course will focus on the calculation of Assessable Gross Revenues. Emphasis will be placed on the components of Assessable Gross Revenues, such as what is included and not included as an amount wagered, classification of the amounts paid out as prizes, identifying allowable and non-allowable deductions from Gross Gaming Revenue, and the calculation for the allowance for structures. Discussions will also include the reconciliation of the fee worksheet to the audited financial statements. Attendees will acquire an enhanced level of understanding of the fee regulation.

Course Objectives
At the end of this course, participants will be able to:
-Gain an understanding of 25 CFR part 514, Fees
-Identify the components of Assessable Gross Revenues
-Understand the reconciliation of the fee worksheet to the audited financial statements
-Recognize the submission requirements for NIGC Fees

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Minimum Bankroll - Class III   PER-219

Course Provider: Audit Staff   **Course Length:** 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss MICS 543 requirements to prepare minimum bankroll calculations. Guidance will be provided based on the suggested NIGC Minimum Bankroll Formula. Consequences of an insufficient bankroll will be discussed. Attendees will gain an understanding of the need to maintain an adequate bankroll.

Course Objectives
At the end of this course, participants will be able to:
        -Gain an understanding of the MICS requirements for Minimum Bankroll
        -Recognize how gaming liabilities affect their required Minimum Bankroll
        -Calculate the Minimum Bankroll requirements as part of a practical exercise

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Patron Deposit Accounts, Cashless Systems and Lines of Credit

PER-220

Course Provider: Audit Staff
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Length: 1.0 hours

Course Description

Participants will discuss 25 CFR part 543.14, MICS , specific to the patron deposit accounts, cashless systems and lines of credit. Topics will include, but not be limited to: supervision, smart cards and accounting requirements, patron deposit accounts, and lines of credit, as well as variances and the TGRA's responsibilities within these functions.

Course Objectives

At the end of this course, participants will be able to:

- Gain an understanding of 25 CFR part 543.14, MICS , specific to patron deposit accounts, cashless systems and lines of credit
- Gain an understanding of the TGRA requirements
- Identify, understand, and recognize risks and mitigations with respect to patron deposit accounts, cashless systems and lines of credit

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

PERFORMANCE

Information Technology and Information Technology Data   PER-221

Course Provider: IT Audit Staff   **Course Length:** 3.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description
Participants will discuss 25 CFR part 543.20, MICS , specific to information technology and information technology data in the Class II environment. Topics will include, but not be limited to: physical access and maintenance controls, system parameters, user/service/default accounts, administrative access, backups and record keeping (including electronic storage), network security (including remote access), changes to production environment, and the IT department's and in-house developed and purchased systems. At a general level, the functionality of the systems will be reviewed with emphasis on why the IT department is now moving onto the gaming floor. Furthermore, the need for strict controls over access by external parties, particularly remote access, will be highlighted. Attendees will gain an enhanced appreciation for the heightened level of risks associated with server-based, server-assisted and remote gaming. Attendees will gain an enhanced understanding of the vulnerabilities associated with IT and how the 543.20 MICS are intended to help mitigate those risks.

Course Objectives
At the end of this course, participants will be able to:
- Gain a deep understanding of 25 CFR part 543.20, IT MICS
- Gain an in-depth understanding of each section within 543.20
- Identify, understand, and recognize TGRA functions and actions necessary to be in compliance with 543.20
- Recognize and implement TICS and SICS to help mitigate potential risks within the IT environment

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

Cage, Vault, Kiosk, Cash and Cash Equivalents - Class II   PER-222

Course Provider: Audit Staff
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Length: 2.0 hours

Course Description
Participants will discuss 25 CFR part 543.18, MICS , specific to the cage, vault, kiosk, cash and cash equivalents. Topics will include, but not be limited to: supervision, check cashing, cage and vault accountability, minimum bankroll, kiosks, patron deposited funds, chip(s) and token(s) vouchers, and cage and vault access.

Course Objectives
At the end of this course, participants will be able to:
- Gain an understanding of 25 CFR part 543.18, MICS, specific to cage, vault, kiosk, cash and cash equivalents
- Gain an understanding of the TGRA requirements
- Identify, understand, and recognize risks and mitigations with respect to cage, vault, kiosk, cash and cash equivalents

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

PERFORMANCE

Audit and Accounting - Class II

PER-223

PERFORMANCE

Course Provider: Audit Staff

Course Length: 2.0 hours

Course Delivery: Residential Training/Technical Assistance

Course Level: Performance

Course Description

Participants will discuss 25 CFR part 543.23, MICS , specific to audit and accounting for Class II facilities. Topics will include, but not be limited to: Promulgation of nationally recognized external standards, controls and procedures to safeguard assets through the accounting function, as it relates to all gaming areas covered within the remainder of part 543, independent auditor standards, audit reports, and annual requirements.

Course Objectives

At the end of this course, participants will be able to:

-Gain an understanding of 25 CFR part 543.23, MICS , specific to audit and accounting across part 543

-Gain a deeper understanding and appreciation for the audit function and capability to support and protect assets of the gaming tribe and understanding of the TGRA requirements respective to audit

-Identify, understand and recognize risks, and mitigations with respect to audit and accounting functions

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Auditing Revenue - Class II   PER-224

Course Provider: Audit Staff
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Length: 1.0 hours

Course Description

Participants will discuss 25 CFR part 543.24, MICS , specific to auditing revenue for Class II facilities. Topics will include, but not be limited to: supervision, independence requirements of auditors, documentation requirements across the various cash relevant areas of 543.

Course Objectives

At the end of this course, participants will be able to:

- Gain an understanding of 25 CFR part 543.24, MICS , specific to auditing revenue for class II facilities
- Gain an understanding of the TGRA requirements
- Identify, understand and recognize risks, and mitigations with respect to auditing revenue

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

PERFORMANCE

PERFORMANCE

Course Provider: Audit Staff
Course Length: 1.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Performance

Course Description

Participants will gain an understanding of Keno and discuss a variety of topic areas such as game play standards; equipment security; payout standards (including multi-race tickets and mail-in tickets); fund accountability; documentation; statistical analysis of the game; and auditing procedures. Attendees will gain an enhanced understanding of the inherent risks associated with Keno.

Course Objectives

At the end of this course, participants will be able to:

-Gain an understanding of MICS 542 standards as they pertain to best industry practices
-Identify differences between rabbit ear or wheel system and RNG's
-Gain an awareness of the auditing procedures for Keno
-Become aware of statistical reporting and how it is used to evaluate game performance.

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

Resources for Tribal Gaming Regulatory Authorities   MGT-300

Course Provider: Region Staff   **Course Length:** 2.0 hours
Course Delivery: RGT/Residential Training/Technical Assistance
Course Level: Management

Course Description
Participants will be provided information and guidance to instruct gaming commissioners (and prospective commissioners) on commission duties and responsibilities including the role of ethics, auditing, internal control standards, file security, background investigation and licensing per IGRA. The course will also focus on the relationships between the commission and the tribal council, casino management, auditing staff, local criminal justice agencies and the NIGC. Tribal Council members, other tribal government officials and casino management are highly encouraged to attend together in order for the government officials to fully understand the authority placed in the gaming commissioners and to promote successful working relationships between all entities in a tribal gaming operation.

Course Objectives
At the end of this course, participants will be able to:
- Recognize and respond to regulatory challenges
- Understand and meet compliance requirements for game certification
- Recognize and ensure proper processes for approval of installations and modifications for games are in place
- Understand and implement processes and procedures for field inspections
- Procedures for remote access and compliance
- Recognize and use jurisdictional relationships
- Understand and benefit from peer jurisdictions in gaming
- Recognize the benefit of regulatory symposiums
- Understand the importance of manufacturer's bulletins

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

MANAGEMENT

The Model
Gaming Ordinance

MGT-301

Course Provider: OGC Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Management

Course Description
Participants will be provided information and guidance as IGRA requires tribal gaming ordinances and amendments be approved by the Chair of the NIGC. The NIGC recently adopted and implemented a number of changes to its regulations which must be incorporated in any new tribal gaming ordinance or amendment before it can be approved by the Chair. NIGC has recently updated its Model Gaming Ordinance to incorporate these changes as well as best practices.

Course Objectives
At the end of this course, participants will be able to:
      -Identify required provisions of a tribal gaming ordinance
      -Identify the process for submitting an ordinance for approval

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

MANAGEMENT

NIGC Enforcement Actions   MGT-302

Course Provider: OGC Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Management

Course Description
Participants will be capable of identifying potential violations of the IGRA. The course can be tailored to fit specific needs. Topics of focus can include the following violations: Class III gaming without an approved compact; managing without an approved contract; net revenue uses, including violations of existing revenue allocation plans or net revenue allocation to members without the benefit of a revenue allocation plan; sole proprietary interest; MICS; background investigations; and audit and fee submissions.

Course Objectives
At the end of this course, participants will be able to:
        -Identify IGRA violations
        -Identify NIGC enforcement process
        -Identify appeal rights and procedures

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

MANAGEMENT

Obtaining Legal Opinions from the NIGC Office of General Counsel

MGT-303

Course Provider: OGC Staff   **Course Length:** 2.0 hours
Course Delivery: Residential Training/Technical Assistance
Course Level: Management

Course Description
From time to time, the NIGC Office of General Counsel (OGC) is asked to give its opinion on certain discrete legal questions from the gaming industry or other interested parties. The overwhelming majority of these requests seek the General Counsel's legal opinion that an agreement is not a management contract requiring the approval of the NIGC Chair and does not violate IGRA's sole proprietary interest mandate. Such legal opinions are more commonly referred to as "declination letters". Less frequently, the OGC also receives requests for legal opinions on other matters, such as whether certain lands are Indian lands eligible for gaming under IGRA or whether a specific game is considered class II or class III gaming.

Course Objectives
At the end of this course, participants will be able to:
- Identify the types of legal opinions provided by the OGC
- Identify the process for obtaining a legal opinion

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff
Tribal Attorney's

Training Certificates
Certificate of Completion

MANAGEMENT

Tribal Gaming Commissioners
Duties and Responsibilities   MGT-304

Course Provider: Region Staff

Course Length: 4.0 hours

Course Delivery: Residential Training/Technical Assistance

Course Level: Management

Course Description

This course is designed to instruct gaming commissioners (and prospective commissioners) on commission duties and responsibilities including the role of ethics, auditing, internal control standards, file security, background investigation and licensing per IGRA. The course will also focus on the relationships between the commission and the tribal council, casino management, auditing staff, local criminal justice agencies and the NIGC. Tribal Council members and other tribal government officials and casino management are highly encouraged to attend together in order for the government officials to fully understand the authority placed in the gaming commissioners and to promote successful working relationships between all entities in a tribal gaming operation.

Course Objectives

At the end of this course, participants will be able to:

- Understand the basic tenants of the IGRA and its impact and function for Indian gaming and TGRA's
- Recognize NIGC's authority in regulatory matters
- Understand TGRA responsibilities with respect to submissions and dealings with the NIGC
- Recognize the role of the NIGC with respect to Indian gaming
- Implement best practice processes and procedures when restructuring a gaming commission
- Recognize the role of the gaming commission
- Understand and be capable of implementing the roles and responsibilities of a TGRA
- Recognize best practices in model TGRA development
- Apply effective oversight of gaming operations as a functioning TGRA

Mission Areas

Knowledge for Application

Target Audience

Tribal Gaming Commissions
Operations Staff

Training Certificates

Certificate of Completion

MANAGEMENT

Tribal Background Investigations and Licensing MGT-305

Course Provider: Region Staff /OGC
Course Delivery: Residential Training/Technical Assistance
Course Level: Management

Course Length: 2.0 hours

Course Description
This course is offered to gaming commissioners, background investigators and other licensing staff and covers those sections of IGRA related to the background investigation and licensing processes of key employees and primary management officials.

Course Objectives
At the end of this course, participants will be able to:
- Understand the basic tenants of the Indian Gaming Regulatory Act (IGRA) and NIGC policy with respect to background investigations and licensing
- Recognize NIGC regulatory requirements for the licensing and background investigations of key employees and primary management officials
- Understand the background and licensing process as outlined in 25 CFR parts 556 and 558
- Recognize specific requirements to be in regulatory compliance with sections requiring action in 556
- Understand specific processes for gaming license actions
- Demonstrate critical reporting capability in first and second submissions of Notice of Results (NOR)
- Recognize NIGC response mechanisms and actions
- Understand and respond to specific eligibility issues, concerns and actions

Mission Areas
Knowledge for Application

Target Audience
Tribal Gaming Commissions
Operations Staff

Training Certificates
Certificate of Completion

MANAGEMENT

Training Services

Regular training courses are offered regionally throughout the country every year. Each Region sponsors a Regulating Gaming Technology (RGT) Course and at least one Regional Training Course (RTC). Each of these course offerings are comprised of multiple topics and sessions, with area specific offerings and focus on regional and national issues and concerns.

Customized courses based on one or more of the topics in the course list can be organized upon request within each region. They may be held either at the tribal facility or in the regional offices of NIGC. In some circumstances they can also be held at an independent facility to accommodate larger audience needs. The duration and content of the courses can be customized according to the needs of the requester, including omission or expansion of topics according to the specific requirements of the participants.

To request customized training, simply contact your regional office and they will work with you and begin the scheduling and planning process.

Division of Compliance
Training Section
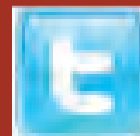90 K Street N.E., Suite 200
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