

NWSA
Data Transfer Policy
Data Storage Base

Date: Updated 1/1/2006

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To: All NWSA Members

From: Paul Washburn, Training Committee Chair

Re: Transfer of Training Data

As you may or may not be aware, while there is no Federal Regulations governing the release of employment records, it is regulated by the individual states. We suggest that each of you be aware of the State Regulations regarding the release of employee records, and abide by those regulations. If you have any questions regarding those, contact your State's Wage & Hour regulatory department.

NWSA has set the following policy regarding the request transfer training data for an employee/student.

NWSA Policy:

As we are just a processing agency and not involved in the enforcement of the above regulations in any state in the nation, we have set up the following procedures to deal with these requests. These requests are to be done through our Executive Secretary .

Current & Former Employees Policy

1. When a request in writing by an individual for transfer of his / her records comes into the database.
2. NWSA has 48 hours to perform the data transfer however will try to do them if all forms are received and correctly filled out. Transfer request must include a signature from the employee.
3. If there is a discrepancy we will remove the named employee from the database into a holding area until matter has been resolved between employee and two said contractors.

4. Again NWSA is not a policing agency and therefore we only want to protect the integrity of the database system.
5. The fee for a Data Transfer to be done is \$25.00 per transfer fee to the new employer for each transfer done. Payment is due upon receipt, can be made on the website when logged in under Deposit funds. If a transfer is requested by a non-member/affiliate, then the instructor whom is performing their training will be billed and they should include the \$25.00 in their cost of doing business. NWSA will not bill non-members.

Individuals Trained by NWSA Instructor's but not an employee.

This pertains to an individual who has been entered into database and gone through training with an Instructor but has not been hired as an employee.

1. When a request comes in to the Executive Secretary by individual for a transfer of their records to a specific Contractor as an employee, the Executive Secretary will send notice to the Instructor who trained them, and the employer who paid for their training.
2. If the trainee chooses not to pay for the prior training costs and records. The trainee must be trained again before they can be entered into the database as an employee of the contractor.
3. If the trainee has paid for their training and has their records with them the data transfer can be done at that time.
4. When new training is completed and entered into the computer, the latest Training will supercede initial training.

Any questions regarding this issue may be addressed to NWSA Executive Secretary at 1-877-676-NWSA.