



ACR – Administrative Codes and Registers Section
 Robert J. Colborn, Jr. Innovation Award
2010 NOMINATION FORM

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 Do not write in this space

Completely answer all questions. If a question does not apply, type "not applicable" in the space provided.

Nominations are due no later than **June 11, 2010**, and are selected by members of the Robert J. Colborn, Jr. Innovation Award Nomination Committee.

NOMINATED PROGRAM INFORMATION

Title of Nomination			Date
New Mexico On-line State Rules Training			9 June 2010
Project Program Manager	First Name	Last Name	Title
	John	Martinez	Director, Administrative Law Division
Name of ACR member on staff	First Name	Last Name	Title
	John	Martinez	Director, Administrative Law Division
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State Records Center and Archives		Administrative Law Division	
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505-476-7941		505-476-7910	

NOMINATOR'S INFORMATION (if different than above)

First Name	Last Name	Title	Agency
Mailing Address		City	State Zip Code
Phone # (include area code)	Fax # (include area code)	e-mail address	

By submitting this form and nomination information you affirm you have read the Nomination Packet and affirm that:

- The information submitted is truthful and does not infringe on any copyright;
- None of the information included in this nomination, including the executive summary or statement of justification, is confidential, proprietary, or a trade secret.

Please submit the following information with this nomination form:

- An executive summary and statement of justification as outlined in the Robert J. Colborn, Jr. Innovation Award Nomination Packet. Submit this nomination form and the information above to: jchaffin@dls.virginia.gov.

2010 Robert J. Colborn, Jr. Innovation Award Committee Members:

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Executive Summary for the 2010 Robert J. Colborn, Jr. Innovation Award

Please use this area to complete a one-page executive summary about the program nominated. Refer to the nomination packet.

Title of Nomination

New Mexico On-line State Rules Training

Nominator

John Martinez

For many years, the New Mexico State Records Center and Archives (SRCA) has provided training to state employees on how to write and file state rules. The training was held almost every month since 2001, and hundreds of people attended the class. By late 2008, the time had come to update the training. The SRCA determined to split the full-day course into two half-day courses and decided to make the training more accessible by placing it on-line. On October 28, 2009, after almost a year of development, the first of the two new rules courses was made available on-line with the hope that more people will be able to learn about state rules. The course, called *New Mexico State Rules and Rule Making: An Introduction*, covers the basics of state rules and rulemaking and is currently open for enrollment.

Although the course is designed for state employees, anyone interested in state rules is encouraged to enroll. The SRCA opened the on-line training to everyone because it believes that an increased understanding of state rules will benefit the people of New Mexico.

The new rules course marks the establishment of the SRCA On-line Training Center which is available through the IDEAL NM Blackboard platform. IDEAL NM, which stands for Innovative Digital Education and Learning New Mexico, is a New Mexico Higher Education and Public Education program that provides eLearning services to the state. The SRCA On-Line Training Center is available 24 hours a day and can be accessed by any computer that has an internet connection. The on-line course can be taken all at once or broken up into smaller units depending on the time availability of each student.

To enroll in the on-line rules training, a person simply needs to send an email request containing name, email address and agency to staterules@state.nm.us. The person will receive a response email that will contain username, password, and instructions on how to log into the SRCA On-line Training Center.

In the future, other courses will be added to the SRCA On-line Training Center. The next course will be advanced training for rule filers and will cover the specific details of writing and formatting rules.

Statement of Justification:

a) Project Description

Please use this area to complete the project description. The Statement of Justification shall not exceed five pages.

Title of Nomination	Length of time in operation
New Mexico On-line Rules Training	October 28, 2009 to the present

The SRCA developed on-line rules training with the goal of providing comprehensive instruction about the rulemaking process in New Mexico. The course provides the knowledge, skills and resources necessary to allow students to understand:

1. what state rules are,
2. who can issue state rules,
3. how state rules are created,
4. the structure of the New Mexico Administrative Code (NMAC), and
5. the purpose of the New Mexico Register.

This instruction is presented through the State Records Center and Archives On-Line Training Center on the IDEAL-NM Blackboard platform. The course was developed for an audience that is varied in terms of educational background, geographical location and technological experience. Both state employees and the general public are welcome to take the training.

The training is available 24 hours a day and can be accessed by any computer that has an internet connection. The on-line course generally takes about four hours to complete but the time required varies from person to person. The training can be taken all at once or broken up into smaller units depending on the time availability of each student. The course contains an introduction, six units and a conclusion. Each unit covers a specific area regarding rulemaking in New Mexico. To make the training more interesting, and to reinforce the topics presented, activities are included at the end of each unit. They were initially created to keep the interest of younger students, like those in high school or junior high, but many state employees have mentioned that they enjoyed them too. Each unit also has a test of five questions that the students are required to complete. At the end of each exam, students receive the score plus an explanation of the questions. The on-line system records the test scores and posts them under the button "My Grades" which provides a permanent record of the training. A student is welcome to take a test again in an attempt to improve the score; however, the questions are pulled from a pool of questions so the test will be different each time.

The course contains additional materials including course documents (a glossary of rulemaking terms and other information), additional resources (links to legal websites in New Mexico) and external links (links to software that may improve the on-line training experience). Students may take the course survey to tell the SRCA what they think about the training and how it is presented.

The SRCA has access to an electronic grade book that monitors each student's progress. It records the time spent on the course, the test grades and the survey responses.

The training is available at <https://srca.blackboard.com>

Statement of Justification:

b) Project Scope -- What is the significance to the improvement of the operation of government?

Please use this area to complete the improvements of the operation of government.

What is the significance of the idea or program, its effectiveness and practical applicability? Does it demonstrate excellence and continued development to the improvement of the operation of government? Does it exemplify vision and creativity? Is the idea or concept an original idea? If not, the nominee must demonstrate how the improvement is unique. For example, is it new technology, new operating or new management practices?

The on-line rules training increases the SRCA's ability to provide training. Conducting rules training for state employees has been a major effort of the SRCA for many years; however, in light of recent budget constraints, the monthly training was becoming difficult to continue. The demands of preparing and conducting the training on staff time made it necessary to reduce the number of sessions held. With the on-line training in place we can reduce the number of face-to-face sessions in half and still reach a larger audience than we ever did before.

Because the training is always available on-line, students can return and review the material. We found in the past that students would forget aspects of the training, especially if they did not participate in rulemaking that often. We can now refer them to the website and even walk through the training with them. The student's retention of the information should be much greater.

One of the biggest changes and improvements to come from the on-line training is that it is available to everyone in the public, not just state employees. Over the years a few people from the general public would attend the rules training, but it was a rare occurrence. When we developed the course we kept the public in mind because we feel that an increased understanding of state rules will benefit the people of New Mexico. Since going live in October of 2009, a number of people from the general public have taken the course. In fact, the course was introduced to a continuing legal education course at the University of New Mexico and at the Lieutenant Governor's Administrative Procedures Task Force. People from both of those occasions registered for the course. We hope more people will register in the future.

Statement of Justification:

c) Project Benefits -- What are the benefits realized by citizens, the state, or others associated with the rulemaking

Please use this area to complete the improvements of the operation of government. Does it provide a useful service to state, regional or federal governmental operations? Does it provide a useful service to another jurisdiction, such as territories or protectorates? Does it provide a useful service to the citizens?

In the few months the training has been available, we have seen many benefits.

Because the training documentation is online, the SRCA stopped printing the NMAC training manual; which constituted one of the largest annual expenses in the Administrative Law Division. The training documentation can be easily updated by changing it on-line and sending a notice through the system to all registered students. In the past, there had been confusion on which training manual was the most current.

New Mexico is a large state and all of the state agencies are not in the capital. In the past, many students would have to travel to the rules training. For example, the Agriculture Department is based out of Las Cruces, over a five-hour drive away. Students from there would have to travel the long distance and stay over night. With the on-line training, that kind of travel is no longer necessary.

Students do not have to wait to take the training. Because it is available 24 hours a day, students can take the training at whatever time fits their schedule. There had been issues with the face-to-face training when agencies needed the training before the next course was offered. We also do not need to worry about canceling training sessions because of weather or conflicting events.

We have seen more awareness of the rules training and rulemaking in general. There was an article printed in the state employee's news paper announcing the training as well as mention of it during different state hearings during the last few months. Increasing awareness of rulemaking was the desired intent of the training, so we are really happy to see this result.