

BAI Compliance Courseware

Update and Review Process

What is BAI's update and review process for its compliance courseware?

BAI has a very thorough update and review process. Our content development team monitors different regulatory agencies, including the CFPB, Fed, FDIC, NCUA, the IRS, and FinCEN, and meets to do a weekly review of updates and clarifications that affect our courseware. Each new update that comes out - Proposed Rule, Final Rule, Guidance, Announcement, etc. - is individually reviewed. During this process, we review the Federal Register (or agency website, CFR, etc.) and determine which of our courses, if any, will be affected by these changes. Based on these findings, we make additions to our project plans based on the comments due, effective, and mandatory dates of the affected regulations.

With these changes, we make the necessary updates to our existing courseware, or develop new courseware when the situation demands it. We work closely with our experts to ensure that our courses accurately reflect changes to the regulations. Based on their input, our content team breaks this information down into digestible language, and creates real-life scenarios for different job categories based on updated information. We then update Course Content, Fast Tracks, Pretests, Job Aids and Comprehension Tests to ensure that the content of the update is truly absorbed by the user - not just a chunk of information shoe-horned into the course.

Once regulatory updates have undergone our extensive Quality Assurance process, they are released to our clients, at least 90 days before mandatory compliance dates (when possible). In the meantime, we often alert customers of updates before they are released - via Alerts, Webinars, or L&D Connect items, newsletters, 90-Days, and more. In most cases, our team expedites the update process as much as possible in order to ensure that our clients are receiving the updated information as soon as possible. After the process is complete, clients are notified of course releases on the web and via email.

In terms of how to identify which courses/regulations have been recently updated, the best course of action is to keep an eye out for our monthly 90-Day Regulatory Outlook. Each version is uploaded around the beginning of each month, and previous months can be found on our Newsletters page on L&D Connect. Also available on L&D Connect are PDFs showing all course updates which are updated monthly, and capture all changes to courseware.