

Training Requirements for LOOM

LOOM Training Requirements				
	2-HOTT	Administrator School	Lodge Leadership & House Committee	TiPS
Governor			X	*
Jr. Governor			X	*
Prelate			X	*
Jr. Past Governor			X	*
Administrator	X	X	X	*
Treasurer			X	*
Trustee(s)			X	*
Social Quarters Manager				*

*TiPS is required of any Officer, Administrator, employee or volunteer who may at one point go behind the bar and serve alcohol

All LOOM training, as outlined in Moose International policy from the General Governor's Office, must be completed within a 60 day window of taking office. Administrators must complete Lodge Leadership & House Committee within 60 days, however they are granted six months in which to complete the 2HOTT and Admin training. However, it is most advantageous when the Administrator has received training before taking on the responsibilities of the position.

Policy mandated by the LOOM Supreme Council indicates that ALL training for LOOM is valid for three (3) years. Anyone who intends to hold office after training dates have "expired" must take the appropriate training again. Specifically, should the officer's training expire while holding office, he may finish out the term without retraining. However, training must be taken again if he plans to hold office during the next fiscal year. For example, Jefferson Lodge 9999's Governor last completed LL&HC training on 6/10/2014. His training technically expires on 6/10/2017, yet based on the above policy, he may finish out the 2017/2018 year without taking the training again. He must, however, attend class again if he intends to hold office for the 2018/2019 year. Training for that term, ideally, should be completed prior to taking office; but as noted in paragraph 1, he will have 60 days after taking office to complete the required training.

Online versions of all three LOOM classes are available on MI's website. These classes are a great alternative when a member cannot attend class in person. While it is highly recommended that members attend instructor-led training, it is acceptable to complete the online training even when it is the member's first experience with the class. TiPS training is available in both instructor-led and online versions. Go to www.gettips.com for more information on TiPS training.