

# **CURRICULUM GUIDELINES AND MINIMUM PROFICIENCY REQUIREMENTS FOR GAMING SCHOOL INSTRUCTION**

The Department of Labor & Industry, in consultation with the Department of Education and the Gaming Control Board, adopts the following Curriculum Guidelines and Minimum Proficiency Requirements for Gaming School Instruction under the authority granted and as required by Title 4 (Amusements) of the Pennsylvania Consolidated Statutes as amended by Act 1 of 2010.

The Curriculum Guidelines and Minimum Proficiency Requirements have been developed in order to establish courses of instruction that will provide individuals with adequate job training necessary to obtain employment as a table game employee with a licensed gaming entity in the Commonwealth.

## **Curriculum Guidelines**

A curriculum related to the conduct of table games offered by a gaming school must meet the minimum hours and term of instruction for specific games as defined in the [Temporary Table Games Regulations](#) adopted by the Gaming Control Board and published in Title 58 Pa Code, Part VII Subpart K - Table Games and, at a minimum, include the following elements:

1. Introduction to the Gaming Industry
2. Occupational Permit Restriction - Barriers to employment
3. Overview of Pennsylvania Gaming Regulations
4. Casino chain of command
5. Rules of the games
6. Table game terminology
7. Game dealer's responsibilities
8. Proper procedures of gaming table inventory
9. Types of bets
10. Controlling the pace of the game
11. Game irregularities and strategies for game protection
12. Customer service techniques to enhance the patron's experience
13. Recognition of problem and compulsive gamblers and procedures for informing supervisory personnel
14. Proficiency testing
15. Certificate of satisfactory completion

### **Minimum Proficiency Requirements**

A curriculum offered by a gaming school shall be designed to provide a student with the appropriate instruction, knowledge, and skills required to obtain employment as a table game dealer and shall include the following minimum proficiencies:

1. Demonstration of proper chip handling and cutting
2. Demonstration of proper procedure for chunking, mucking, racking chips.
3. Demonstration of proper procedures for opening and closing games
4. Demonstration of proper shift change procedures
5. Demonstration of proper procedure for relieving the dealer
6. Demonstration of proper procedures of table game inventory, including replenishment of chips; removing of chips from the table; and the issuance of counter checks (markers).
7. Demonstration of proper procedures for utilizing and inspecting table game devices
8. Demonstration of proper procedures for card inspection, card spreading techniques, card shuffling and placement for games using cards
9. Demonstration of the proper techniques of card dealing
10. Demonstration of proper dice handling, dice calling, dice inspection and dice equipment for games using dice
11. Demonstration of proper handling of tiles and tile placement for games using tiles
12. Demonstration of proper procedure for spinning the wheel for those games using wheels
13. Demonstration of proper procedure for placing and removal of wagers
14. Demonstration of proper procedure for taking and paying wagers
15. Demonstration of proper procedure for change of currency into chips
16. Demonstration of proper procedure for counting cash and counting odd amounts of cash
17. Demonstration of proper procedure for calculating and collecting commissions and rakes.
18. Demonstration of proper procedure for payoffs, totals and conversions
19. Demonstration of proper procedure for accepting tokens (tips) and gratuities from patrons at a gaming table
20. Demonstration of proper procedures for counting chip inventory at conclusion of gaming day

### **Cardio-pulmonary resuscitation (CPR) Training**

In addition to the Curriculum Guidelines and Minimum Proficiency Requirements, every gaming school shall offer an approved course of instruction in cardio-pulmonary resuscitation and every individual attending a gaming school shall be certified in cardio-pulmonary resuscitation before successful completion of any gaming instruction.

Required hours of instruction in cardio-pulmonary resuscitation shall be in addition to the established minimum hours of instruction for individual games and shall not count toward the total hours of instruction required for specific games as adopted by regulation of the Board.

Students who have been certified in cardio-pulmonary resuscitation prior to enrolling in a gaming school shall be exempt from participation in cardio-pulmonary resuscitation courses offered by the gaming school upon providing satisfactory proof of certification to the gaming school.

### **Certificate of Completion**

Successful completion of an approved course of instruction in table games from an accredited educational institution operating as a gaming school will result in the awarding of a Certificate of Completion and shall include the name of the student, the name of the gaming school, the specific game or games that the student is qualified to deal, the number of hours of completed instruction for each game and an acknowledgement that the student is certified in Cardio-pulmonary resuscitation (CPR).

### **Course Syllabus**

Every accredited educational institution desiring to operate as an approved gaming school shall develop and make available to the public a Course Syllabus which shall include at a minimum the following:

1. Course name
2. Course objectives
3. Occupational license requirements/barriers to related employment
4. Required hours and term of instruction
5. Attendance policy
6. List of any student provided class material or supplies
7. Overview of Plan of Instruction to include:
  - class assignments
  - class practice time
  - instructor lecture time
  - instructor demonstration time
  - supervised student practice
  - practice auditions and interviews
8. Evaluation of student proficiencies and requirements for awarding a Certificate of Completion