

FY10 UHV Mandatory Training Schedule

All employees are required to participate in mandatory training each fiscal year. Training is a UH System requirement and considered a minimum job expectation with all employees and required for merit eligibility. The training is intended to provide employees with the information necessary to be aware of compliance and fraud issues as well as to help instill practices that ensure compliance with relevant laws, regulations and university policy.

The FY10 roster of required classes is shown in the table below. The Office of Training and Continuing Education assists in monitoring employee training and is available to help answer any questions you may have. The training schedule and content is updated as requirements change.

Training	Frequency	Requirement	How Offered	Comments
Employee Discrimination	Every 2 years: FY10, FY12, etc., between 10/1 and 11/30 (New employees within 30 days)	All Faculty and Staff	On-line	Federal EEOC Requirement.
Secure Our Systems	Annually, between 10/1 and 11/30 (New employees within 30 days)	All Faculty and Staff	On-line	Consists of: <ul style="list-style-type: none"> ▪ General Security Awareness ▪ Gramm-Leach-Bliley Act
Fraud Awareness	Annually, between 10/1 and 11/30 (New employees within 30 days)	All Faculty and Staff	On-line	To comply with the Governor's Executive Order RP-36 regarding the prevention of fraud and waste in State agencies. Also, U.S. Federal Sentencing Guidelines, as amended in 2004 by the Sarbanes-Oxley Act. Requires periodic training of employees in workplace ethics and compliance.
Code of Ethics	Every 2 years: FY10, FY12 etc. between 10/1 and 11/30 (New employees within 30 days)	All Faculty and Staff	On-line	U.S. Federal Sentencing Guidelines, as amended in 2004 by the Sarbanes-Oxley Act, requires all organizations to periodically train all employees in workplace ethics and compliance.

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FERPA	Annually, between 10/1 and 11/30 (New employees Within 30 days)	All Faculty and Staff	On-line	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law codified at 20 U.S.C. § 1232g, with implementing regulations in title 34, part 99 of the Code of Federal Regulations.
Consulting and Related Party Disclosure Reporting	Annually by 11/30	All Faculty and Staff	On-line	To comply with UHS Policy 02.A.10 and 03.A.17 for disclosure of Related Party or other potential conflicts of interest. Includes anyone who can influence purchasing decisions, has cost signature authority or has a ProCard. Consulting disclosure related to certain Academic Staff, including principal investigators, and any others responsible for the design, conduct, or reporting of research or educational activities.
Credit Card Data Security	Annually, between 10/1 and 11/30 (New employees within 30 days)	Role Based: Employees who accept credit cards for payment; Also, employees who prepare SDOL credit card expenditure logs for other credit card holders.	On-line	To comply with Payment Card Industry internal control standards to prevent fraud and protect sensitive card data.
Credit Card Processing	Annually, between 10/1 and 11/30 (New employees within 30 days)	Role Based: Employees (and supervisors) who accept credit cards for payment; Also employees who prepare SDOL credit card expense logs for other credit card holders.	On-line	To comply with Payment Card Industry internal control standards to prevent fraud and protect sensitive card data.
Pro-Card Cardholder Training	Annually between Jan 1 and March 31.	Role Based: Employees who have or will be issued	On-line	Part of University internal controls program. Trains cardholders in applicable policy and

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		a UHV credit card.		procedures related to the campus procurement card program.
Cash Handling	Annually	Role Based: Any employee who accepts cash or checks or has access to a Change Fund.	On-line	Part of UHV internal controls. ¹ Required. UHS Administrative Policy -
Delegated Purchaser	Annually between June 1 and August 31	Role Based: Any employee who processes, approves requisitions or has a ProCard	On-line	Internal Auditing recommended training. Required by UHV Campus Purchasing Policy E-1.
Life Safety-Confined Space	Annually by 12/31	Role Based: Normally certain Facilities Services employees and supervisors who may be expected to enter defined "confined space" areas.	Building Maintenance Supervisor arranges	SORM recommended training. OSHA required. Safety Office can assist with coordination.
Life Safety-Blood Borne Pathogens	Annually by 12/31	Role Based: Includes Facility Services including custodial, maintenance, and grounds staff. Also Nursing staff and lab employees exposed to blood borne pathogens.	Department Supervisor arranges	SORM recommended training. OSHA required. Safety Office can assist with coordination.
Life Safety-Personnel Protective Equipment	Annually by 12/31	Role Based: Includes Facility Services including custodial, maintenance, and grounds staff. Also Nursing staff and lab employees exposed to blood borne pathogens.	Department Supervisor arranges	SORM recommended training. OSHA required. Safety Office can assist with coordination.

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Life Safety-Hazardous Communications	Annually by 12/31	Role Based: Any employee exposed to hazardous chemicals as part of employment duties. Primarily Facility Services, Nursing and Lab employees.	Department Supervisor arranges	SORM recommended training. OSHA required. Safety Office can assist with coordination.
Life Safety-Emergency Elevator Evacuation	Annually by 8/31	Role Based: Any employee (Facility Services and/or Security) expected to assist in emergency elevator evacuation.	Scheduled by Safety Office	ASME Code A17.4 training requirement for personnel involved in emergency evacuations.
Life Safety-Lockout/Tagout	Annually by 12/31	Role Based: Certain Facility Services staff.	Building Maintenance Supervisor arranges	SORM recommended. OSHA required. Safety Office can assist with coordination.
Life Safety-Electrical Safety	Annually by 12/31	Role Based: Certain Facility Personnel doing electrical work and Supervisor.	Facilities Supervisor arranges	SORM recommended. OSHA required. Safety Office can assist with coordinator.
Life Safety-Indoor Air Quality Compliance (IAQ)	Annually by 9/30	Role Based: Certain Facility Services staff.	Scheduled by Safety Office	SORM requirement.
Defensive Driving	Every three years	Role Based: Personnel who are required to drive University owned vehicles as part of their job.	Off site Contact Safety Office for approval	Employees who operate state-owned vehicles on university business are required to complete a state-approved defensive driving course to increase driver safety awareness and reduce employee injuries and university liability. UHV Policy F-2 requirement.

Training	Frequency	Requirement	How Offered	Comments
ICS-100: An Introduction to the Incident Command System	One time	Role Based: Members of the Incident Command System Campus Team (ICS)	On-line	Course requirement of National Incident Management System (NIMS) for emergency response. Course completion records must be kept on file with Training and Continuing Education.
ICS-700: An Introduction to NIMS Components, Concepts and Principles	One time	Role Based: Members of the Incident Command Structure Campus Team (ICS)	On-line	Course requirement of National Incident Management System (NIMS) for emergency response. Course completion records must be kept on file with Training and Continuing Education.
ICS-800: National Response Framework, An Introduction	One time	Role Based: Members of the Incident Command Structure Campus Team (ICS)	On-line	Course requirement of National Incident Management System (NIMS) for emergency response. Course completion records must be kept on file with Training and Continuing Education.
ICS-200: ICS for Single Resources and Initial Action Incidents	One time	Role Based: Members of the Incident Command Structure Campus Team (ICS)	On-line	Course requirement of National Incident Management System (NIMS) for emergency response. Course completion records must be kept on file with Training and Continuing Education.