

LDH Mandatory Training Guidance Document

As an LDH employee/contractor, you play a vital role in maintaining the integrity and excellence of our organization. Staying current with mandatory training requirements ensures that we remain in compliance with state and federal regulations, while also supporting a knowledgeable, prepared, and accountable workforce.

To support this goal, employees are expected to review their individual training requirements and complete all mandatory training within the following prescribed timelines. This list identifies courses that are required by the agency, based on your position; however, additional courses may be required for your specific role as directed by your agency/supervisor.

Although SuccessFactors will display a due date of December 29th or 30th, annual trainings for recurring employees and contractors must be completed every calendar year, before LDH's internal deadline of October 31st each year. Some courses may be required every earlier in the year (Safety and ESF) or in 2, 3, or 5-year increments as noted in this document. Due dates will align with the date of your initial completion.

Meeting these deadlines helps protect the department from potential audit findings and financial penalties and reflects our shared commitment to quality service and responsible stewardship of public resources.

Document Structure

Training lists have been condensed to provide a single, consolidated document based on job classifications/roles. The last two columns or the two farthest right are labeled "State EEs" for state employees, WAEs, and student workers or "Contr" for contractors, respectively. Adhere to the guidance that corresponds to your role at LDH.

- * "Y" designates that the course is mandatory.
- * An empty cell designates that the course is not included in your mandatory training curriculum.
- * "*" are used to identify role-dependent courses. These courses do not apply to everyone in a specific category and depend on your specific position's responsibilities. You must seek clarification from your supervisor to determine if you are required to complete this course.

As denoted in the second column, some courses are only required **one-time** at hire. Please note that once completed, these courses will not populate in your subsequent years. However, others are required annually or in intervals.

Accessing Courses in SuccessFactors (LEO)

Employees, WAE, Student Workers and Contractors with P-numbers

New Hires, Existing Employees, WAE, and Student Workers

All employees, WAE, and student workers are required to complete LDH's State Employee mandatory training curriculum. **New hire trainings consists of all identified courses for their respective job class, including those designated as one-time, annual, 2, 3, AND 5 years. All are due for completion within the first 90 days of employment.** Deadlines are dependent on individual hire dates for new hires.

Contractors with P-Numbers

Any contractor with a Personnel Number (P ID Ex: P00123456), **OR** who meets any of the following criteria, is required to take the identified contractor courses.

- A state email
- Have state-owned equipment (badge, keys, computer, etc.)
- Will be working in a state-owned/leased facility
- Will be in or driving a state fleet or personal vehicle for official state business

Newly hired employees/contractors must complete all identified courses for their respective job class, including those designated as one-time, annual, 2, 3, AND 5 years within the first 90 days of hire.

Accessing Courses

1. Go to <https://leo.doa.louisiana.gov>.
2. Enter your employee ID and password.
3. Click on the SuccessFactors tab.
4. Under the Quick Actions section, click My Learning.
5. The Required Learning section will display any required, optional or recommended courses that are assigned to you. **Some courses may require you to self-assign, so please ensure that you use this list to track compliance.**
6. Select the course of your choice and click Start Course.

2026 Changes

There are 3 core curricula and several supplementary curricula:

- * Core: State employees will complete the LDH Required Training for State Employees and the LDH Emergency Support Function Curriculum (ESF), while Contractors with a PID must complete the LDH Required Training for Contractors courses. Some contractors may be required to complete ESF depending on their roles.
- * Supplementary: **Employees who are required to complete any of these courses, as designated on the list below, must self-assign them.**
 - LDH ORM Blood Borne Pathogens houses the ORM BBP and the ORM Defensive Driving trainings.

- Supervisory curriculum courses are assigned to all state employees designated as supervisors and/or have direct reports.

Contractors with H-numbers

Contractors with an H-ID Only: Please use the link below to log in. Your training is role-specific and is monitored by your supervisor. You will complete the courses assigned to you, using the website below. Remember that you may need to self-assign courses; however, you will not follow the list below. Please direct initial questions to your immediate supervisor. For more information or extended support, please contact Melicia Levron, Melicia.Levron2@la.gov

<https://lagoverp.doa.louisiana.gov/learningext>

Notes and Tips

- * Courses are tracked by calendar year, not fiscal year.
- * LDH Safety Rules is due by March 31st annually, and LDH Emergency Support Functions (ESF) is due by April 30th annually.
- * To determine if you need to take an annual course, compare this list to your My Learning dashboard. Under the Required Learning section, select View All located to the right. **Please remember that some courses may need to be self-assigned individually.**
- * If the year listed next to the title of the course is the following year, you are in compliance for that course. If the current year shows, you need to complete it before the required date.
- * It may take up to 24 hours before you get credit for a course; the system updates nightly.
- * All courses **MUST** be taken in SuccessFactors to receive credit.
- * If you receive a new P# in the middle of the year, you will need to complete all of the courses under the newest P#.
- * Keep in mind that courses are managed by different entities. If you are having issues with a specific course, please reach out to the contact person identified in the course description, within SuccessFactors. They are the appropriate person to provide assistance.

If you need additional assistance, contact the LDH training team using the link below.

DSSAS-EDTHelpdesk@la.gov

LDH Mandatory Training

Core Curriculum

Course Name & Notes	Freq.	State EEs	Contr.		
LDH Active Shooter Training	One-time		Y		
SCS CPTP Cybersecurity Awareness					
SCS CPTP Customer Service 2: Customer Relationship Management					
SCS CPTP CPM Basics					
SCS CPTP CPM Planning Process in SuccessFactors					
LDH Disaster Time and Attendance Curriculum (LDH-Disaster Time) <i>May populate ONCE if training history doesn't show completion in legacy reports</i>			*		
LDH Safety Rules (due by March 31 st)	Annual		Y		
LA Code of Governmental Ethics					
DOA OGB HIPAA					
LDH Compliance for Covered Persons					
SCS CPTP Preventing Sexual Harassment for All Employees					
LDH Electronic Mail Policy					
SCS CPTP Prohibited Political Activity					
LDH Sexual Harassment in the Workplace					
OTS ISP End-User Agreement					
OTS ISP Insider Threat					
LDH Off-Boarding Policy Training			*		
LDH Proper Expenditure/Budget Funds					
LDH Work Schedules Attendance Policy					
LDH Accident investigation			2 years		Y
ORM Defensive Driving <i>Repeat within 90 days of any moving citation</i>					*
LDH Drug Free Workplace	5 years		Y		
LDH Transitional Return to Work Policy					
LDH General Safety and Loss Prevention					
LDH BBP Policy Review					

LDH Emergency Support Function Curriculum (3-LDH-ESF Modules) Due by April 30th

1. LDH ESF: Mod 1 – Emergency Preparedness and Response Overview
2. LDH ESF: Mod 2 – LDH Deployment-On the Front Lines
3. LDH ESF: Mod 3 – Behavioral Health

Annual Y *

LDH ORM Blood Borne Pathogens Curriculum (LDH-ORM BBP)

ORM Blood Borne Pathogens (regular)* <i>If employee is deemed "High Risk," completing the annual LDH High Risk BBP training exempts them from needing this training—MUST BE SELF-ASSIGNED if needed</i>	5 years	Y	*
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Federal Emergency Management Incident Command System (External: FEMA)

FEMA Incident Command System

- IS-100
- IS-200
- IS-700
- IS-800

External Site for Completion:

[Emergency Management Institute - National Incident Management System \(NIMS\)](#)

Employees must send certificates of completion to their supervisors as evidence of compliance

One-time Y *

LDH Required Supervisor Curriculum (LDH-Req. Supv)

LDH FMLA for Supervisors	One-time	Y	*
SCS CPTP Managing Teleworkers <small>Only required for employees in a supervisory group who manage employees with a telework agreement in place</small>			*
SCS CPTP Supervisor - Preventing Sexual Harassment <small>Only required for employees in a supervisory group</small>			Y
SCS CPTP ADA Supervisor Training	Annual	3 Years	*

Position-Dependent Required Courses*

SCS CPTP Performance Management for Executives* <small>Full-time unclassified employees only-must be completed within one year of appointment</small>	One-time	*	*
SCS CPTP Teleworking for Employees* <small>Only required for employees who have a telework agreement in place</small>	Annual	*	*
LDH Property Forms* <small>Only for LDH Property Manager / Coordinator / Liaison Curriculum</small>	2 years	*	*
LDH High Risk BBP – ILT* <small>This classroom training is provided for LDH employees/contractors/ WAEs meeting the definition of a “high risk” employee/position as designated by their agency High-Risk – a professional health care provider who provides invasive procedures, such as injection of vaccines or medications to and for patients on a daily basis, employee that works in a healthcare clinic/laboratory, employee that visit the home of clients for services, employee that conduct inspections of healthcare facilities (hospital, nursing home, clinics) and/or food service establishments, employee that handle water/waste/sewage samples, employee assigned to a LDH Emergency Preparedness Site (with exception to Regional/State Emergency Operations Center)</small>	Annual	*	*
LDH ESF-8 & High Risk BBP Training 2025 (Refresher)* <small>Due annually for employees that meet the definition of high risk This classroom training is provided annually for LDH employees/contractor/WAE that meet the definition of a “high risk” employee/position. The training is provided through as an ESF-8 hands on course. All current employees are required to take it in their assigned region to ensure they are retaking the course at the same time annually (Note: New hires might be required to take the course twice in one to align with the same rotation as all other “high risk” employees within your region). This training annually exempts employees from having to take the ORM Blood Borne Pathogens</small>	Annual	*	*

LEGEND

YRequired

*Role-specific/*Self-assign*

One-Time ..Applies to new hires only

AnnualDue each calendar year

XXXOOO.....Notes

.....State employees, new hires,

WAEs, and student workers

.....Contractors

Revised January 2026