

MANDATORY TRAINING FOR CONTRACT WORKERS

As an LDH contract worker, you are required to comply with mandatory training requirements. Contract workers are responsible for reviewing their individual training requirements and completing training timely.

If you have a Personnel Number (P ID Ex: P00123456) and meet the following criteria you are required to take the courses below:

- 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 state fleet or personal vehicle for official state business

It is important that all contract workers complete annual training. Annual trainings must be completed every calendar year. **LDH requires completion by October 31.** Failure to comply places LDH at risk of receiving audit findings and/or financial penalties from state and federal auditing agencies.

Required courses and timelines for completion are listed below. Depending on your position in the organization, you may be required to complete additional training. Always confirm your training requirements with your supervisor.

Contract workers must abide by the due dates listed on this Training List. Unfortunately, for annual courses required by LDH in Success Factors separate due dates cannot be listed.

HELPFUL TIPS TO MAKE TRAINING LESS PAINFUL AND MORE PRODUCTIVE

1. To see if you need to take an annual course, view your “My Learning” dashboard. If the year listed next to the title of the course is the following year, you are in compliance for that course.
2. Contract workers with an H ID will use this link to log on: <https://lagoverp.doa.louisiana.gov/learningext>
3. Contract workers are only required to take the highlighted courses below.
4. Courses are tracked by calendar year and not fiscal year.
5. It may take up to 24 hours before you get credit for a course as the system updates nightly.
6. 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#.
7. All courses MUST be taken in Success Factors to receive credit.
8. Any BHSF or NVRA courses are serviced by UNO Training, so please contact them if there is a problem with these courses. LDH HR handles only the courses listed on the list.
9. If you need additional assistance, contact LDH training at LDH-EETHelpdesk@la.gov.

To complete courses offered in Success Factors, log into LEO by following these steps:

1. Go to <https://leo.doa.louisiana.gov>.
2. Enter your employee ID and password.

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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 need to be self-assigned so please ensure that you are using this list to track compliance.
6. Select course of your choice and click **Start Course**.

FEMA COURSES

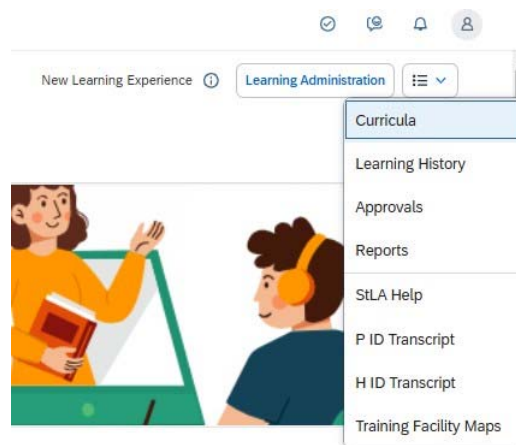
FEMA Mandatory Training can be accessed on the FEMA website at: <https://training.fema.gov/NIMS/>

FEMA automatically records completions on their database. FEMA transcripts can be requested by going to: <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf?d=07-31-2019>

FEMA completions are no longer recorded in LEO / Success Factors

REVIEW TRANSCRIPT AFTER COURSE COMPLETION / PRINT CERTIFICATE(S)

Success Factors → My Learning → Dropdown box → Learning History / P ID Transcript



The search words provided below can be entered in the “Search Learning” section

Course	New Employees	Continuing Employees
FEMA Incident Command System	IS-100, IS-200, IS-700 and IS-800– taken once	Taken only once. Located on FEMA database https://training.fema.gov/NIMS/ (Contract workers are required to take this course ONLY if they will be working Emergency Preparedness during disasters.)
LDH Drug Free Workplace	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter SEARCH WORD = LDH *Select LDH required curriculum

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LDH General Safety and Loss Prevention	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter SEARCH WORD = LDH *Select LDH required curriculum
LDH Transitional Return to Work	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter SEARCH WORD = LDH *Select LDH required curriculum
LDH BBP Policy Review	Within first 90 days of employment -- due every 5 years	Every 5 years thereafter SEARCH WORD = LDH *Select LDH required curriculum
ORM Blood Borne Pathogens (regular)	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter, If employee is deemed "High Risk" as long as they complete the LDH High Risk BBP training annually they will be exempt from having to take this training. SEARCH WORD = ORM
LDH Active Shooter	Within first 90 days of employment - taken once	One time only, unless updates are required through notification by Office of Secretary SEARCH WORD = LDH *Select LDH required curriculum
ORM Defensive Driving	Within first 90 days of employment - every 3 years	Every 3 years; (within 90 days of any moving citation) SEARCH WORD = ORM (Contract workers are required to take this course <u>ONLY</u> if they will be driving to conduct official state business.)
LDH Accident Investigation Training	Within 90 days of employment	Every 2 years thereafter. SEARCH WORD = ACCIDENT
SCS CPTP Cybersecurity Awareness	Within first 90 days of employment – taken once	Taken only once when employed SEARCH WORD = CYBERSECURITY
SCS CPTP Preventing Sexual Harassment for All Employees	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = SEXUAL
LA Code of Governmental Ethics	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = ETHICS
DOA OGB HIPAA	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = HIPAA

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LDH Compliance for Covered Persons	Within first 90 days of employment – due every year	Every year; deadline October 31; Required of <u>all LDH employees with a personnel number</u> including students, WAE, non-State employees/contract workers. SEARCH WORD = LDH *Select LDH required curriculum
LDH Electronic Mail Policy	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = LDH *Select LDH required curriculum
LDH Emergency Support Function 8 (ESF-8) (Five Modules) <ul style="list-style-type: none"> • An Aerial View • Deployment Sites • Volunteers • Human Resources • Behavioral Health 	Within first 90 days of employment – due every year	Every year; deadline April 30 SEARCH WORD = ESF (Contract workers are required to take this course <u>ONLY</u> if they will be working Emergency Preparedness during disasters.)
SCS CPTP Prohibited Political Activity	Within first 90 days of employment – due every year	Every year (online course); deadline October 31 SEARCH WORD = PROHIBITED
LDH Proper Expenditure/Budget Funds	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = LDH *Select LDH required curriculum
LDH Safety Rules	Within 90 days of employment – due every year	Every year, re-taken <u>between January and March</u> as quarterly safety topic. SEARCH WORD = LDH *Select LDH required curriculum
LDH Sexual Harassment In Workplace	Within first 90 days of employment – due every year	Every year; deadline October 31; SEARCH WORD = LDH *Select LDH required curriculum
OTS ISP End-User Agreement	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = OTS
OTS ISP Insider Threat	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = OTS
LDH Employee Off boarding Policy	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = LDH *Select LDH required curriculum
LDH Reporting Disaster Time and Attendance	Within first 90 days of employment – taken once	As needed after initial completion SEARCH WORD = DISASTER

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		(Contract workers are required to take this course <u>ONLY</u> if they will be working Emergency Preparedness during disasters.)
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DISCLAIMER:

The above required courses and the deadlines to complete each course represent the minimum requirements set forth by LDH, based on the requirements of governing agencies such as the Board of Ethics, Civil Service and Office of Risk Management.

Supervisors, Appointing Authorities, Deputy Secretaries and Executive Staff have the right to change the due dates as they desire, as long as the due date does not go past the date required in this course list. They also have the right to require added courses for their employees, if they feel it is necessary.

LDH Training will review and revise this training list annually or as needed.

REVISION HISTORY:

Date	Revision
April 26, 2024	Instructions added to locate courses in Success Factors.
May 7, 2024	Policy for audit added to training list (PAGE 6)
January 6, 2025	Revised instructions
April 23, 2025	Removed reference to 'Employees' & replaced with 'Contract Workers' Revised contact information