MANDATORY TRAINING

As an LDH employee, you are required to comply with mandatory training requirements. Employees are responsible for reviewing their individual training requirements and completing training timely.

It is important that all employees complete annual trainings. 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.

Employees 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.

In Success Factors if the course has a due date of 12/30/2025, the course is due October 31, 2025.

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. Under the Required Learning section, select View All located to the right.

   - If the year listed next to the title of the course is the following year, you are in compliance for that course.
2. Job Appointments, WAE and Student Workers are required to take the same training that is required of a regular LDH employee.

3. Courses are tracked by calendar year and not fiscal year.

4. It may take up to 24 hours before you get credit for a course as the system updates nightly

5. All courses <u>MUST</u> be taken in Success Factors to receive credit.

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. 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.

8. 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.
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.

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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 / SuccessFactors

REVIEW TRANSCRIPT AFTER COURSE COMPLETION / PRINT CERTIFICATE(S)

Success Factors → My Learning → Dropdown box → Learning History / P ID Transcript
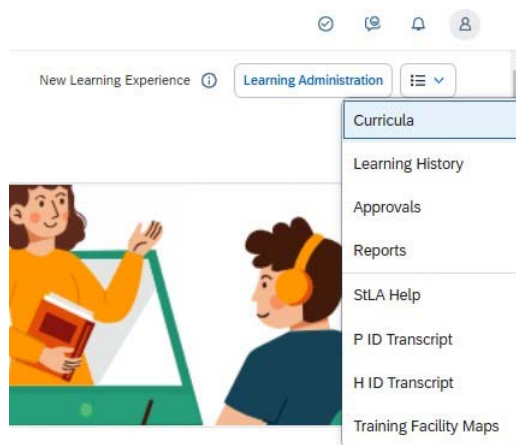
The search words provided below can be entered in the "Search Learning" section

Course	New Employees	Continuing Employees
SCS CPTP Customer Service 2: Customer Relation Mgmt. WBT	Within first 90 days of employment – **taken once**	As needed after initial completion SEARCH WORD = CUSTOMER
SCS CPTP Continuous Performance Management (CPM) Basics	Within first 90 days of employment – **taken once**	As needed after initial completion. SEARCH WORD = CPM WAEs excluded
SCS CPTP Continuous Performance Management (CPM) Planning Process	Within first 90 days of employment – **taken once**	As needed after initial completion. SEARCH WORD = CPM
SCS CPTP Performance Management for Executives	Within first 90 days of employment – **taken once**	As needed after initial completion SEARCH WORD = EXECUTIVES (Full-Time Unclassified employees only)

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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/
LDH FMLA for Supervisors	Within first 90 days of appointment to supervisory position **– taken once**	As needed after initial completion SEARCH WORD = FMLA
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
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 BLOOD
LDH High Risk BBP - ILT	Within first 90 days of employment	This is classroom training is provided for LDH employees/contractor/ WAE that meet the definition of a "high risk" employee/position. SEARCH WORD = High Risk
LDH ESF-8 & High Risk BBP Training **2025** (Refresher)	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 the ESF-8 hands on course and 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: LDH only conducts the refresher HR BBP courses through ESF8 Hands on and should you be a newly hired employee you might be required to take the classroom course twice in one year to get you onto the same rotation as all other "high risk" employees within your region.) As long as the employee takes this training annually they are exempt from having to take the ORM Blood Borne Pathogens Training. SEARCH WORD = High Risk

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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
LDH Accident Investigation Training	Within 90 days of employment	Every 2 years thereafter. SEARCH WORD = LDH *Select LDH required curriculum
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
SCS CPTP Supervisor - Preventing Sexual Harassment WBT	Within first 90 days of employment – **due every year**	Every year; deadline October 31. <u>Only required for employees in a Supervisory Group.</u> SEARCH WORD = SEXUAL
SCS CPTP Teleworking for Employees	Within first 90 days of employment **– taken once** <u>Only required for employees who have a telework agreement in place.</u>	As needed after initial completion SEARCH WORD = TELEWORK
SCS CPTP Managing Teleworkers	Within first 90 days of employment **– taken once** . <u>Only required for employees in a Supervisory Group who supervise employees who have a telework agreement in place.</u>	As needed after initial completion; SEARCH WORD = TELEWORK
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. SEARCH WORD = LDH *Select LDH required curriculum

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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**) • 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
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
LDH Work Schedules Attendance Policy	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
SCS CPTP ADA Supervisor Training - WBT	Within first 90 days of employment for **_supervisors_** – **every (3) years after**	Every year; deadline October 31 SEARCH WORD = ADA COMPLIANCE NOTE: Supervisors DO NOT have to complete this new course unless they were hired into the role within the last 90 days or are due for the 3-year refresher.

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LDH Property Forms	Within first 90 days of employment– due every two years Required <u>only</u> for : Property Managers, Property Coordinators and Property Liaisons	Every 2 years; deadline October 31 SEARCH WORD = PROPERTY *Select LDH Property Manager / Coordinator / Liaison Curriculum
LDH Reporting Disaster Time & Attendance	Within first 90 days of employment **– taken once**	As needed after initial completion SEARCH WORD = DISASTER *Select LDH Disaster Time & Attendance Curriculum

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.

REVISON 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, removed PES related courses & replaced with CPM courses, added new ADA course (previously SCS CPTP ADA Compliance).
April 23, 2025	Revised contact information
July 18, 2025	Revised requirements for Telework courses.

Updated on April 23, 2025