

# 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 trainings in a timely manner.

New hire trainings must be completed within the first 90 days of employment. Deadlines are dependent on individual hire dates for new hires. **Although SuccessFactors will display a due date of December 29th or 30th, annual trainings for recurring employees and contractors must be completed once every calendar year, prior to LDH's internal deadline of October 31st each year.** Some courses may be required every 2, 3, or 5 years 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

This task is divided into 5 parts. Each component lists the mandatory training requirements for 1. New hires, 2. Continuing employees (beyond their first 90 days), and 3. Supervisory Courses, 4. Newly-hired Contractors, 5. Continuing contractors. Some courses may appear on one or more tabs.

**\*\*Job appointments, WAE and student workers are required to follow the LDH employee training schedule.**

## Accessing Courses in SuccessFactors (LEO)

### *Employees and Contractors with P-numbers*

Any contractor that has a Personnel Number (P ID Ex: P00123456) **OR** meets any of the following criteria are 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 state fleet or personal vehicle for official state business

1. [Go to https://leo.doa.louisiana.gov](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.
6. Select course of your choice and click **Start Course**.

### *Contractors with H-numbers*

Contractors with an H-ID Only: Please use the link below to log on:

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

## Notes and Tips

1. To determine 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. Courses are tracked by calendar year, not fiscal year.
3. It may take up to 24 hours before you get credit for a course; the system updates nightly.
4. All courses **MUST** be taken in SuccessFactors to receive credit.
5. 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#.
6. Any BHSF or NVRA courses are serviced by UNO Training, so please contact them if there is a problem with these courses. LDH HR manages only the courses listed.
7. If you need additional assistance, contact the LDH training team using the link below.

[DSSAS-EDTHelpdesk@la.gov](mailto:DSSAS-EDTHelpdesk@la.gov)

\*Additional notes

# SCS CPTP Mandatory Supervisory Training

The graphic shown below depicts the mandatory supervisory training courses. Groups are determined by your job class. Additional information regarding supervisory training may be found at the link below

[CPTP Supervisory Training Requirements](#)

## GROUP 1

MANDATORY TRAINING REQUIREMENTS



## GROUP 2

MANDATORY TRAINING REQUIREMENTS

