

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 training. 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.

To complete courses offered in LEO, 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 **My Training** tab.
4. On the Navigation bar under **Find**, enter a **keyword** (found in the list below in third column) in the **Search Term** box of the course you are looking for and click **Find**.
5. The course link will appear on the screen in the middle.
6. Click on the course link and you will then be able to book the course by clicking on the **Book this Course** link.
7. Now click **Start Course Now**.

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

Review Your LEO Transcript after Course Completion

LEO may post on transcripts upon course completion. Occasionally, it takes 24 hours to see course credit posted on transcripts. If you cannot view course credit immediately after completing the course – rerun the transcript the day following course completion to verify credit.

THE HIGHLIGHTED COURSES ARE NOT REQUIRED FOR WAEs AND STUDENTS

Course	New Employees	Continuing Employees
CPTP CS2 Customer Service Customer Relation Mgmt. WBT	Within first 90 days of employment – taken once	As needed after initial completion SEARCH WORD = CUSTOMER
CPTP Customer Service Overview WBT	Within first 90 days of employment – taken once	As needed after initial completion SEARCH WORD = CUSTOMER

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Course	New Employees	Continuing Employees
CPTP Performance Evaluation System (PES)	Within first 90 days of employment – taken once	As needed after initial completion. <u>Basics, evaluation and planning required</u> ; The forms course is optional SEARCH WORD = PES
CPTP Performance Management for Executives	Within first 90 days of employment – taken once	As needed after initial completion SEARCH WORD = EXECUTIVES (Full-Time <u>Unclassified</u> employees only)
FEMA Incident Command System	100, 200, 700 and 800 required of all employees – taken once	Taken only once. Located on FEMA database (Not required by students, WAEs or relief workers)
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 = DRUG
LDH General Safety and Loss Prevention	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter SEARCH WORD = GENERAL
LDH ORM Blood borne Pathogens Policy	Within first 90 days of employment-- due every 5 years	Every 5 years SEARCH WORD = BLOOD
LDH Transitional Return to Work	Within first 90 days of employment-- due every 5 years	Every 5 years thereafter SEARCH WORD = TRANSITIONAL
ORM Blood borne Pathogens	Within first 90 days of employment -- due every 5 years	Every 5 years; When available, Annual High-risk BBP or ESF-8 hands-on classes can be substituted for this course SEARCH WORD = BLOOD
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 = ACTIVE
ORM Defensive Driving	Within first 90 days of employment -- every 3 years	Every 3 years; (within 90 days of a chargeable incident) SEARCH WORD = DEFENSIVE
LDH Accident Investigation Training	Within 90 days of employment – due every 2 years	Taken over every odd-numbered year; must be re-taken between July and September. SEARCH WORD = ACCIDENT


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Course	New Employees	Continuing Employees
CPTP-SCS Cybersecurity	Within first 90 days of employment – taken once	Taken only once when employed SEARCH WORD = CYBERSECURITY
LDH IT Security Training	Within first 90 days of employment - taken once	One time only, unless updates are required through notification by Office of Secretary SEARCH WORD = SECURITY
CPTP SCS Prevent Sexual Harassment	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = SEXUAL
CPTP SCS PSH for Supervisor 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 = PSH
CPTP SCS Teleworking for Employees	Within first 30 days of employment – taken once	As needed after initial completion; deadline June 30 SEARCH WORD = Telework
CPTP SCS Managing Teleworkers	Within first 30 days of employment – taken once	As needed after initial completion; deadline June 30. <u>Only required for employees in a Supervisory Group who supervise teleworkers.</u> 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
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 = COVERED
LDH Electronic Mail Policy	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = ELECTRONIC
LDH Emergency Support Function 8 (ESF-8) (Five Modules)	Within first 90 days of employment – due every year	Every year; deadline April 30 SEARCH WORD = ESF (not required by students, WAEs or relief workers)

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LDH 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 Fund	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = EXPENDITURE
LDH Safety Rules	Within 90 days of employment – due every year	Every year, re-taken <u>between January and March in LEO</u> as quarterly safety topic. SEARCH WORD = SAFETY
LDH Sexual Harassment In Workplace	Within first 90 days of employment – due every year	Every year; deadline October 31; SEARCH WORD = SEXUAL
LDH Work Schedules Attendance Policy	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = SCHEDULES
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 Offboarding Policy	Within first 90 days of employment – due every year	Every year; deadline October 31 SEARCH WORD = OFFBOARDING
CPTP SCS ADA Compliance WBT *required for supervisors only *	Within first 90 days of employment for <u>supervisors</u> – due every year	Every year; deadline October 31 SEARCH WORD = ADA COMPLIANCE

HELPFUL TIPS TO MAKE TRAINING LESS PAINFUL AND MORE PRODUCTIVE

1. Always, Always, Always, refresh your page after you exit a course. This can be done by pressing this icon  to the right of the URL. Doing this will greatly increase your chances of getting credit.
2. Before taking a course, look at the “expires on” date on your transcript. If that date is 12/31/9999, then don’t waste your time re-taking it, that is a permanent course and the completion date cannot be changed. All annual courses have this “infinity” date on them, but the next year’s course has a new course number.
3. Annual trainings must be completed every calendar year. LDH requires completion by October 31.
4. To see if you need to take an annual course, go to your transcript. If the year listed in the title of the course is the current year, you are in compliance for that course.

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5. It may take up to 24 hours before you get credit for a course as the system updates nightly.
6. Especially for Ethics and Driver Training, but good advice for all courses—print or save a copy of your certificate or proof of completion. Without proof of completion, you cannot get credit manually added to your transcript if the system does not automatically record the completion.
7. If you are having trouble with a course not loading, try canceling it and rebooking it. This sometimes helps because the connection between servers may fail.
8. All courses MUST be taken in LEO to get credit.
9. 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.
10. If all else fails, contact LDH training at LDH-Training@la.gov

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.