

Training Requirement	Frequency						Staff															
	1st 45 Days	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	Every 2 Years	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff Exhibit 5-5 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists	
OSHA Guide to Industrial Hygiene*¹ (OSHA 521) (Minimum Contact Hours 26)				X							X											
Principles of Scaffolding *¹ (OSHA 3085) <ul style="list-style-type: none"> • Minimum Contact Hours 22 hours for safety officers • Instructors must be able to set up scaffolding in accordance with OSHA 500, 510, 502, 1926-Subpart L. 				X						X									X			
Hazard Communication*¹ 1241: Introduction to Health Standards				X						X												
Welding*¹ (if applicable) 1050 or 1051: Introduction to Safety Standards for Safety Officers 3220: Applied Welding Principles				X						X												
Lockout/Tagout *¹ (OSHA 7115) (Minimum Contact Hours 7.5)				X						X												
Occupational Noise/Hearing Conservation *¹ (OSHA 7400) (Minimum Contact Hours 7.5)				X						X												
Permit-Required Confined Space Entry *¹ (if applicable) (OSHA 2264) (Minimum Contact Hours 20)				X						X												
Instructor Professional Development <ul style="list-style-type: none"> • Knowledge of academic, career technical, and social concepts and subject matter • Meeting challenging learning standards • Classroom management • Using educational research to improve skills of teachers • Using eLearning • Methods of teaching students with special needs • Using data and assessments to better address student needs 					X											X			X			
Tests of Adult Basic Education (TABE) Certification, Administration and Use of		X			X													X				

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Student Testing System (STS)																						
My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements		X			X		X															
MyPACE career planning system Level II competency requirements: • Designated staff members who assist and support students requiring additional time in completing Career Preparation Period lesson plans/activities, or who assist in Pathway Achievement Record (PAR) completion		X			X			X						X			X		X			X
MyPACE career planning system Level III competency requirements		X			X											X						
MyPACE curriculum certifications		X			X											X						
Academic Integrity Training		X			X		X															
				* Course requirement established by OSHA. 1 Courses that are included in safety officer’s professional development plan must be completed within the first 18 -24 months of initial assignment. 2 Asbestos and lead-based paint competent person training must be completed by the Safety Officer, Maintenance Manager, Career Technical Training Instructor, or other center designee.																		