## EXHIBIT 5-4 REQUIRED STAFF TRAINING

			Fre	quency	7		Staff														
Training Requirement	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
New Staff Orientation																					
<ul> <li>JC organization, purpose, policies, and outcomes</li> </ul>		X					X													X	X
Student characteristics and profile		X					X													X	X
Student Conduct System and Zero Tolerance Policy		X					X													X	X
Diversity Training		X					X													X	X
EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti- Bullying Policies, Code of Conduct and Ethics		X			X		X													X	X
Performance expectations		X					X													X	X
Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior		X					X														
CPR/First Aid		X					X														
• HIV/AIDS		X					X														
Alcohol, Breathalyzers, Other Drugs of Abuse, Suspicious Behavior, and Narcan Administration		X			X		X													X	X
<ul> <li>Department-Specific Orientation, including:</li> <li>Duties and responsibilities</li> <li>Safety/emergency procedures</li> </ul>		X					X														
<ul> <li>Defensive Driving (National Safety         Council Course on Defensive Driving</li> <li><a href="https://www.nsc.org/safety-training/defensive-driving/courses/online">https://www.nsc.org/safety-training/defensive-driving/courses/online</a>)</li> </ul>		X					X														
NOJC/DFAM Property and Vehicle Management Training		X			X		X														
Relationships with other departments		X					X														

													Staff												
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	X					X																			
	X					X																			
	X			X		X													X	X					
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Wastewater																					
Solid and hazardous waste  G. N.G. F. W. G. W.  G.								37			37			37							<del> </del>
Small Group Facilitation Skills							77	X			X			X							
Water Safety/Recreation Safety		v					X			v											
Proper Restraint Procedures  Tree treet Childlings for Health Stoff		X								X					v						
Treatment Guidelines for Health Staff Asbestos Identification and Handling		X													X						
(competent person) (if applicable)		X			X						$X^2$		$X^2$						$X^2$		i
Asbestos Awareness (if applicable)			X		X		X														
Lead Based Paint Identification and Handling			Λ		Λ		Λ														
(competent person) (if applicable)		X			X						$X^2$		$X^2$						$X^2$		i
Lead Based Paint Awareness (if applicable)			X				X														
Symptomatic Management Guidelines for Non-			Λ				Λ														
Health Staff		X			X		X														
Interview Techniques					X															X	X
Eligibility Criteria					X															X	
Job Development					X																X
Technology Training					X			X	X					X							
Occupational Safety and Health for Other																					
Federal Agencies (OSHA 6015) (Minimum			X								X										i
Contact Hours 53) *																					ĺ
Fire Protection and Life Safety Course *1(1050 or 1051: Introduction to Safety Standards for Safety Officers 2070: Fire Protection and Life Safety)				X							X										
Machinery and Machine Guarding Course *1 (OSHA 2045) (Minimum Contact Hours 26)				X							X										
Electrical Course *1 (OSHA 3095) (Minimum				X							X										
Contact Hours 26)				Λ							Λ										
Construction Standards Course *1 (OSHA 510)				X							X										
(Minimum Contact Hours 26)				Λ							Λ										
General Industry Standards Course *1(OSHA				X							X										
511) (Minimum Contact Hours 26)				Λ							Λ										

			Fre	quency			Staff														
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OSHA Guide to Industrial Hygiene* <sup>1</sup> (OSHA 521) (Minimum Contact Hours 26)				X			·				X										
Principles of Scaffolding *1 (OSHA 3085)  • 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.				Х							X								X		
Hazard Communication* 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 * <sup>11</sup> (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										
<ul> <li>Instructor Professional Development</li> <li>Knowledge of academic, career technical, and social concepts and subject matter</li> <li>Meeting challenging learning standards</li> <li>Classroom management</li> <li>Using educational research to improve skills of teachers</li> <li>Using eLearning</li> <li>Methods of teaching students with special needs</li> <li>Using data and assessments to better address student needs</li> </ul>					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			Х						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														İ

\* Course requirement established by OSHA.

Courses that are included in safety officer's professional development plan must be completed within the first 18-24 months of initial assignment.

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.