





Training Requirement	Frequency				Staff															
	1st 90 Days	1st 180 Days	1st 18-24 Months	Yearly	All Center Staff	Residential Advisors/Residential Counselors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists	
<b>Technology Training</b>				X		X	X					X								
<b>Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) *</b>		X							X											
<b>Fire Protection and Life Safety Course *<sup>1</sup></b>			X						X											
<b>Machine Guarding Course *<sup>1</sup></b>			X						X											
<b>Basic Electrical Course *<sup>1</sup></b>			X						X											
<b>Construction Standards Course *<sup>1</sup></b>			X						X											
<b>General Industry Standards Course *<sup>1</sup></b>			X						X											
<b>Introduction to Industrial Hygiene*<sup>1</sup></b>			X						X											
<b>Principles of Scaffolding *<sup>1</sup></b> • 20 hours for safety officers • 32 hours for instructors using scaffolding			X						X								X			
<b>Hazard Communication*<sup>1</sup></b>			X						X											
<b>Welding*<sup>1</sup> (if applicable)</b>			X						X											
<b>Lockout/Tagout *<sup>1</sup></b>			X						X											
<b>Occupational Noise/Hearing Conservation *<sup>1</sup></b>			X						X											
<b>Confined Space Entry *<sup>1</sup> (if applicable)</b>			X						X											
<b>Instructor Professional Development</b> • 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			
<b>Tests of Adult Basic Education (TABE) Certification, Administration and Use of Student Testing System (STS)</b>	X			X												X				

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<b>My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements</b>	X			X	X															
<b>MyPACE career planning system Level II competency requirements:</b> <ul style="list-style-type: none"> <li>Designated staff members who assist and support students requiring additional time in completing Career Preparation Period lesson plans/activities, (i.e., evening studies support staff) or designated staff members who assist in Pathway Achievement Record (PAR) completion</li> </ul>	X			X		X						X			X			X		X
<b>MyPACE career planning system Level III competency requirements</b>	X			X										X						
<b>MyPACE curriculum certifications</b>	X			X										X						
	* Course requirement established by OSHA. <sup>1</sup> Courses that are included in safety officer's professional development plan must be completed within the first 18-24 months of initial assignment.																			