EXHIBIT 5-4 Required Staff Training

	Frequency													Sta	aff						
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																					
 JC organization, purpose, policies, and outcomes 		X					х													Х	Х
Student characteristics and profile		Х					Х													Х	Х
Student Conduct System and Zero Tolerance Policy		X					X													Х	Х
Diversity Training		Х					Х					1								Х	Х
• EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti- Bullying Policies, Code of Conduct and Ethics		x			Х		X													х	Х
Performance expectations		Х					Х													Х	Х
Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior		X					Х														
CPR/First Aid		Х					Х														
HIV/AIDS		Х					Х														
Alcohol, Breathalyzers, Other Drugs of Abuse, Suspicious Behavior, and Narcan Administration		x			Х		X													x	х
 Department-Specific Orientation, including: – Duties and responsibilities – Safety/emergency procedures 		X					X														
 Relationships with other departments 		Χ					Х														
Hazardous materials recognition		Χ					Х														
• CDSS		Χ					Х														
• HIPAA		Х			Х		Х													Х	Х
Crisis Intervention		Х			Х		Х														
Disability Accommodation (must be completed via Job Corps Learning		X			Х		Х														

			Fre	quency	7									Sta	ıff						
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Management System)																					
National Safety Hotline for Students and Staff		X			Х																
Adolescent Growth and Development (5 hours)					Х		Х														
Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors					Х		Х														
Safety Awareness Training (2 hours)					Х		Х														
CPR/First Aid (as needed for recertification)					Λ	X	X														
Disability Program or Disability-related topic		X			X	Λ	X														
Overview of Direct Threat, Medical		Λ			Λ		Λ														
Separations/MSWRs, Related Accommodation Considerations, and Disability-Based Discrimination	x				X		X														
Medical Separations/MSWRs Circumstances and Documentation, and Conducting Direct Threat Assessments					Х										Х						
SafetyNet Toolkit					Х		Х														
Nutrition, Exercise, and Weight Management					Х		Х														
Professional Development (5 hours)					Х		Х													Х	Х
Bloodborne Pathogens			Х		Х		Х														
Incident Report Writing			Х				Х														
 Environmental Health Air quality and environmental noise Housing sanitation and safety Swimming pools and recreational facilities Disaster sanitation Zoonosis, vectors, pests, and weeds Wastewater Solid and hazardous waste 			X				X														
Small Group Facilitation Skills								Х			Х			Х							
Water Safety/Recreation Safety							Х														
Proper Restraint Procedures		Х								Х											
Treatment Guidelines for Health Staff		Χ													Х						

			Fre	quency	7									Sta	ıff						
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Asbestos Identification and Handling (competent person) (if applicable)		х			Х						Х		Х						Х		
Asbestos Awareness (if applicable)			Х		Х		Х														
Lead Based Paint Identification and Handling			Λ				Λ														
(competent person) (if applicable)		Х			Х						Х		Х						Х		
Lead Based Paint Awareness (if applicable)			X				X														
Symptomatic Management Guidelines for Non-			11																		
Health Staff		Х			Х		Х														
Interview Techniques					Х															Х	Х
Eligibility Criteria					Х															Х	
Job Development					Х																Х
Technology Training					Х			Х	Х					Х							
Occupational Safety and Health for Other																					
Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) *			Х								Х										
Fire Protection and Life Safety Course *1				Х							Х										
Machine Guarding Course *1				X							Х										
Basic Electrical Course *1				Х							Х										
Construction Standards Course *1				X							Х										
General Industry Standards Course *1				Х							Х										
Introduction to Industrial Hygiene ^{*1}				Х							Х										
 Principles of Scaffolding *1 20 hours for safety officers Instructors must be able to set up scaffolding in accordance with OSHA 500, 510, 502, 1926-Subpart L. 				X							X								Х		
Hazard Communication ^{*1}				Х							Х										
Welding ^{*1} (if applicable)				Х							Х										
Lockout/Tagout *1				Х							Х										
Occupational Noise/Hearing Conservation *1				Х							Х										
Confined Space Entry *1 (if applicable)				Х							Х										
Instructor Professional Development					Х												Х		Х		
Knowledge of academic, career technical, and																					

			Fre	quency	7									Sta	off						
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 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 																					
Tests of Adult Basic Education (TABE) Certification, Administration and Use of Student Testing System (STS)		x			х													Х			
My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements		x			X		X														
MyPACE career planning system Level IIcompetency requirements:• Designated staff members who assist and supportstudents requiring additional time in completingCareer Preparation Period lesson plans/activities,(i.e., evening studies support staff) or designatedstaff members who assist in PathwayAchievement Record (PAR) completion		X			x			Х						х			X		Х		X
MyPACE career planning system Level III competency requirements		х			Х											X					
MyPACE curriculum certifications		Х			Х		_									Х					
Academic Integrity Training		Х			Х		Х														
* Course requirement established by ¹ Courses that are included in safety	y OSI y offi	HA. cer's	profes	ssional	develo	pmen	t plan	must be co	mplete	ed wit	hin the	e first i	18-24	month	s of initi	al as	signm	ient.			