

REQUIRED STAFF TRAINING

TRAINING REQUIREMENT	FREQUENCY			STAFF												
	1st 90 Days	1st 180 Days	Yearly	All Center Staff	Residential Advisors	Recreation	Security	Safety	Food	Maintenance	Counselors	Health Staff	Academic Instructors	Vocational Instructors	Admissions Counselors	Career Transition Specialists
<u>New Staff Orientation</u>																
•	X			X											X	X
•	X			X											X	X
•	X			X											X	X
•	X			X											X	X
• on Sexual Harassment, Code of Conduct and Ethics	X		X	X											X	X
•	X			X											X	X
• Workplace Behavior	X			X												
•	X			X												
•	X			X												
•	X			X											X	X
•	X			X												
• — Duties and responsibilities	X			X												
• — Safety/emergency procedures	X			X												
•	X			X												
•	X			X												
•	X			X								X				
•	X			X												
Adolescent Growth and Development (5 hours)			X	X												
Modeling, Mentoring and Monitoring Appropriate Workplace Behaviors			X	X												
Safety (1 hour)			X	X												
CPR/First Aid (as needed for certification)			X	X												
Professional Development (5 hours)			X	X											X	X
Bloodborne Pathogens		X	X	X												

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Incident Report Writing		X		X												
Disability Program			X	X												
Environmental Health		X			X		X		X							
Small Group Facilitation Skills					X						X					
Water Safety						X										
Health Standing Orders	X											X				
Asbestos Identification and Handling	X									X						
Nonhealth Standing Orders	X		X	X												
Interview Techniques			X												X	X
Eligibility Criteria			X												X	
Job Development			X		X	X					X					
Technology Training			X													X
Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA #601)*								X								
Fire Protection and Line Safety Course (OSHA #207A)*								X								
Machine Guarding Course (OSHA #204A)*								X								
Basic Electrical Course (OSHA #203)*								X								
Construction Standards Course (OSHA #200A)*								X								
Introduction to Industrial Hygiene (OSHA #121A)*								X								
Principles of Scaffolding (OSHA #308)*								X						X		
•								X						X		
•								X						X		

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Hazard Communication*								X								
Welding*								X								
Instructor Professional Development <ul style="list-style-type: none"> • Knowledge of academic, vocational, 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		

*Course requirement established by OSHA