

## EXHIBIT 5-4 REQUIRED STAFF TRAINING

Training Requirement	Frequency					Staff															
	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 5-6 (Including Contractors)	CPP Instructors	Academic Instructors	TABE Administrator and Back-up	Career Technical Training Instructors	Admissions Counselors	Career Transition Specialists	
<b>New Staff Orientation</b>																					
• JC organization, purpose, policies, and outcomes	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															
• Alcohol, Breathalyzers, Other Drugs of Abuse, and Suspicious Behavior	X			X		X													X	X	
• Narcan Administration, Opioid Overdose, Identifying Opioids, and Center-Specific Naloxone/Narcan Protocols	X <sup>1</sup>			X		X															
• Department-Specific Orientation, including: – Duties and responsibilities – Safety/emergency procedures	X					X															
• Relationships with other departments	X					X															
• Hazardous materials recognition	X					X															
• CDSS	X					X															

<sup>1</sup> New Residential staff are required to receive this training prior to working in a dormitory.





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<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> <ul style="list-style-type: none"> <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			
<b>Tests of Adult Basic Education (TABE) Certification, Administration and Use of Student Testing System (STS)</b>	X			X													X				
<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							

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MyPACE curriculum certifications	X			X											X					