

Training Requirement	Frequency						Staff															
	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	
Management System)																						
• National Safety Hotline for Students and Staff		X			X																	
Adolescent Growth and Development (5 hours)					X		X															
Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors					X		X															
Safety Awareness Training (2 hours)					X		X															
CPR/First Aid (as needed for recertification)						X	X															
Disability Program or Disability-related topic		X			X		X															
Overview of Direct Threat, Medical Separations/MSWRs, Related Accommodation Considerations, and Disability-Based Discrimination	X				X		X															
Medical Separations/MSWRs Circumstances and Documentation, and Conducting Direct Threat Assessments					X										X							
SafetyNet Toolkit					X		X															
Nutrition, Exercise, and Weight Management					X		X															
Professional Development (5 hours)					X		X														X	X
Bloodborne Pathogens			X		X		X															
Incident Report Writing			X				X															
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								X			X			X								
Water Safety/Recreation Safety							X															
Proper Restraint Procedures		X								X												
Treatment Guidelines for Health Staff		X													X							

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Asbestos Identification and Handling (competent person) (if applicable)		X			X						X		X						X		
Asbestos Awareness (if applicable)			X		X		X														
Lead Based Paint Identification and Handling (competent person) (if applicable)		X			X						X		X						X		
Lead Based Paint Awareness (if applicable)			X				X														
Symptomatic Management Guidelines for Non-Health Staff		X			X		X														
Interview Techniques					X															X	X
Eligibility Criteria					X															X	
Job Development					X																X
Technology Training					X			X						X							
Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) *			X								X										
Fire Protection and Life Safety Course * ¹				X							X										
Machine Guarding Course * ¹				X							X										
Basic Electrical Course * ¹				X							X										
Construction Standards Course * ¹				X							X										
General Industry Standards Course * ¹				X							X										
Introduction to Industrial Hygiene* ¹				X							X										
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								X		
Hazard Communication* ¹				X							X										
Welding* ¹ (if applicable)				X							X										
Lockout/Tagout * ¹				X							X										
Occupational Noise/Hearing Conservation * ¹				X							X										
Confined Space Entry * ¹ (if applicable)				X							X										
Instructor Professional Development • Knowledge of academic, career technical, and					X											X			X		

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social concepts and subject matter <ul style="list-style-type: none"> 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			X													X				
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: <ul style="list-style-type: none"> 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 		X			X			X						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															
* Course requirement established by OSHA. ¹ Courses that are included in safety officer's professional development plan must be completed within the first 18-24 months of initial assignment.																						