Mandatory Training Schedule					
Training	Lead	Employee	Training Schedule Upon Hire	Reocrruing Online Schedule	Time Frame
Americans w/ Disablilities (ADA)	Jenna Hoffman	Supervisors	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Bloodborne Pathogens	Jenna Hoffman	Everyone (NoAdjuncts) High Exposure	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years Annual	9/1-10/15 9/1-10/15
Substance Abuse/Drug Free	Jenna Hoffman	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Unlawful Harrassment	Jenna Hoffman	Everyone (NoAdjuncts)	Start Date: 1/1-6/30 = Training: 9/1-10/15 Start Date: 7/1-12/31 = Training: 2/1-3/15	Every 3 years	9/1-10/15
Cyber Security	Michelle Kaiser	Everyone	Six Weeks to Complete from Hire Date	Annual	2/15-3/15
Cyber Security (offender)	Michelle Kaiser	Phishing Test Offender	Failure to pass a College issued phishing test will result in added Cyber Security training	Quarterly	Quarterly
Title IX for Higher Education Fairness/Respect in Workplace Sexual Harassment	Cheryl Brown	Everyone	Wait for Annual Training	Annual	9/1-10/15
		Supervisors, Athletic Staff, Upward Bound	Six Weeks to Complete from Hire Date	Annual	9/1-10/15
Campus Security Authorities : Clery Act	Cheryl Brown	All CSAs	Six Weeks to Complete from Hire Date	Annual	Assigned
Active Shooter	Lucas Stoelting	On Campus Only	Face 2 Face Training-First time	Annual	2/15-3/15
Approved : 1/23/2020 : JDW					

Advisement - Become Advisor	Everyone	Before Advising : When Available	None
Full Time Orientation	New Hire	Upon Hire : August or When Available	Monthly (1yr)
Adjunct Orientation	Everyone	Upon Hire : August or When Available	Annual
BASICS - Correctional	New Hire/ Everyone	Upon Hire : When Available	Annual
Online Instructor/ BOLT	Everyone	Before Instruction : Always Available	None