

CSU Learn Course Title	Estimated Duration	Assignment Method	Frequency	Assignment Audience	Intended Audience Rule Set	SB Campus Content Owner	CSU Learn Course Code
Avoiding Conflicts of Interest	25 minutes	Auto-assigned to identified audience once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 90 days of hire Then every 2 years thereafter	Select employees: - Principal Investigators - Employees who have been issued a Procard - Conflict of Interest designated employees	Employees who meet the requirements stipulated here: https://csyou.calstate.edu/Policies/HRPolicies/HR2019-01.pdf	Human Resources - Institutional Equity & Compliance	CSUSB-CURRIC-COI
Data Security & FERPA	60 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 30 days of hire Then every 2 years thereafter	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	Employees with access to protected data and information assets. Employees with access to student records and data.	ITS Office of Compliance Initiatives	CSUSB-CURRIC-DSP
Defensive Driving Program	45 minutes	Contact defensivedriving@csusb.edu and Parking & Transportation will assign the training to you	Before operating state vehicles or traveling on university business Then every 4 years thereafter	Select employees	All operators of state vehicles Required for reimbursement of travel expenses	Parking & Transportation Services	CSUSB-CURRIC-DDP
Discrimination and Harassment Prevention Program for Supervisors	2 hours	Auto assigned to all MPP/Administrators approximately 3 days after hire. Non MPP/Administrator Supervisors re-assessed annually in August.	2 hours of training within first 6 months 2 hours every 2 years thereafter	Select employees: -MPPs (Auto-assigned) -Deans -Associate Deans -Chairs	Supervisors	Human Resources: AVP-HR & Institutional Equity & Compliance	CSUSB-CURRIC-SHPS
Discrimination, Harassment and Sexual Misconduct Prevention Program for Non-Supervisors	45 minutes	Assigned to all non MPP/Administrators who do not qualify as a supervisor or who do not qualify to take "Discrimination and Harassment Prevention Program for Supervisors".	Within first 6 months Then annually thereafter	Select employees: -All state-side employees with an active CSU Learn account who are not an MPP, Dean, Associate Dean, or Chair	Non-Supervisors	Human Resources: AVP-HR & Institutional Equity & Compliance	CSUSB-CURRIC-SHPNS
Diversity Awareness Inclusion & Equity Training	6 hours (Instructor Led Training)	Employee must register themselves via CSU Learn - Training Schedule	Once upon hire	All faculty, staff, student employees	All Employees	Human Resources	CSUSB-ILT-DIVERSITY

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Emergency Disaster Preparedness	35 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 45 days upon hire Then annually thereafter	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	All Employees	Environmental Health & Safety	CSUSB-CURRIC-EDP
Fire Safety & Prevention	16 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 30 days upon hire	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	All Employees	Environmental Health & Safety	CSUSB-CURRIC-FIRESAFETY
Gender Equity & Title IX (Previously known as Sexual Misconduct Prevention Program)	45 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within first 6 months upon hire Then annually thereafter	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	All Employees	Human Resources - Institutional Equity & Compliance	CSUSB-CURRIC-SMPS
Hazard Communication	31 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 45 days upon hire	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	All Employees	Environmental Health & Safety	CSUSB-CURRIC-HAZCOMM
HIPAA: Protecting Patient Privacy	25 minutes	Auto-assigned to identified audience once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Prior to data access Then annually thereafter	Select employees: Auto-assigned to the following departments: -Counseling & Psychological Services -Human Resources -ITS - Information Security -Risk Management -Environmental Health & Safety -Services to Students with Disabilities -Student Conduct & Ethical Development -Student Health Center -Select Information Technology Consultants who support the Health Center but work in ITS - Technology Support Center.	Any health care provider or support staff who utilized health information or patient information. Trainees, supervisees and volunteers who are under direct control of a HIPAA-covered clinician are also required to take this course	A collaboration of Human Resources, the ITS Office of Compliance Initiatives, and HIPAA Campus Compliance Coordinator.	CSUSB-CURRIC-HIPAA

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Injury and Illness Prevention	45 minutes	Auto-assigned to everyone once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 45 days upon hire Then every 3 years thereafter	All employees with an active CSU Learn account (staff, faculty, student employees, volunteers, & select POIs)	All Employees	Risk Management / Environmental Health & Safety	CSUSB-CURRIC-IIPP
Payment Card Industry Data Security Standards (PCI DSS)	30 minutes	To be determined	Annually	Select employees	Anyone with access to more than one credit card number at a time	Procurement & Contracts	CSUSB-CURRIC-PCI
Red Flags: Preventing Identity Theft	Approx. 30 minutes	Auto-assigned to identified audience once access is granted to CSU Learn (approximately 3-4 days after effective start date).	Within 30 days upon hire Then annually thereafter	Select employees: Departments of: -Acctg - Student Financial Svcs -CEGE - Dean -CEGE - IEP -CEGE - International Education -CEGE - PACE -CEGE - PACE-Summer Session -CEGE - Student Services -COE - Student Services -Counseling & Psychological Svcs -EM - Admissions -EM - Financial Aid Admin -EM - Orientation/First Yr Expr -EM - Registrar's Office -Graduate Studies -Housing & Residential Life -Human Resources -ITS-Technology Support Center -Services to Stu W/Disabilities -Student Conduct & Ethical Dev -Student Health Center -UGS-Advising & Academic Svc -UGS-EOP -UGS-SAIL -Veterans Success Center	Anyone with access to a "covered account" as defined by FACT	ITS Office of Compliance Initiatives	CSUSB-CURRIC-REDFLAGS

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Understanding the Clery Act	45 minutes	Auto-assigned to identified audience once access is granted to CSU Learn (approximately 3-4 days after effective start date). List re-assessed annually in June.	Within first 6 months Then annually thereafter	Select employees: -Campus Security Authorities (CSAs) Departments of: -Administration & Finance - VP Office -Counseling & Psychological Services -Faculty Affairs & Development -Housing & Residential Life -Human Resources -Payroll -Staff Development Center -Ombuds Services -Public Safety -Risk Management -Environmental Health & Safety -Services to students with Disabilities -Student Conduct & Ethical Development -Student Health Center -Title IX & Gender Equity -UP- Parking Administration	Campus Security Authorities (CSAs)	Collaboration between Human Resources, Risk Management, and the Clery Compliance Coordinator / Committee	CSUSB-CURRIC-CLERY