

CSULearn Course Title	Is this Assigned to CSUSB yet?	Is this part of the President's Scorecard?	Estimated Time to Complete Course	General Audience/Assignment	Assignment Method	Specific Audience/Assignment	Frequency	SB Campus Content Owner	CSULearn Course Code
Diversity Awareness Inclusion & Equity Training	No, employees sign themselves up when ready	No	6 hours (Instructor Led Training)	All faculty, staff, student employees	Employee must register themselves via CSULearn - Training Schedule	CSUSB Campus Specific Requirement, All Employees	once upon hire	Human Resources	N/A, Instructor Led course-not online
Data Security & FERPA	Yes, auto assigned at time of hire	No	60 minutes	All faculty, staff, student employees, volunteers	Auto assigned approximately 3 days after hire	Employees with access to protected data and information assets. Employees with access to student records and data.	Upon hire Then every 2 years thereafter	Information Security & Emerging Technologies	DSP
Sexual Misconduct Prevention Program - Also known as Title IX	Yes, auto assigned at time of hire	No	45 minutes	All faculty, staff, student employees	Auto assigned approximately 3 days after hire	All employees	Within first 6 months Then annually thereafter	Human Resources	SMPS
Injury and Illness Prevention	Yes, auto assigned at time of hire	No	45 minutes	All faculty, staff, student employees	Auto assigned approximately 3 days after hire	All Employees	Upon hire No refresh at this time	Environmental Health & Safety	ehsiipp101413
Avoiding Conflicts of Interest	Yes, assigned to select employees who either (1) have a Procard, or (2) meet the requirements stipulated here https://csyou.calstate.edu/Policies/HRPolicies/HR2019-01.pdf	Yes	25 minutes	Select employees	To be determined	Conflict of Interest designated employees Principal Investigators	Within first 6 months Then every 2 years thereafter	Human Resources	COI
Clery Act	Yes, auto assigned to employees at time of hire if within the 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	No	45 minutes	Select employees	Auto assigned approximately 3 days after hire. List re-assessed annually in June.	Campus Security Authorities (CSAs)	Within first 6 months Then annually thereafter	Human Resources	CLERY

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Defensive Driving Fundamentals	No, employees sign themselves up when ready	No	45 minutes	Select employees	Contact defensivedriving@csusb.edu and Parking & Transportation will assign the training to you	All operators of state vehicles Required for reimbursement of travel expenses	Before operating state vehicles or traveling on university business Then every 4 years thereafter	Parking & Transportation Services	dgsddt0207131
Discrimination and Harassment Prevention Program for Supervisors	Yes, Auto assigned upon hire to everyone who has the union code of MPP (Management Personnel Plan), Deans, Associate Deans, and/or Chairs	Yes	2 hours	Select employees	Auto assigned to all MPP/Administrators approximately 3 days after hire. Non MPP/Administrator Supervisors re-assessed annually in August.	Supervisors	2 hours of training within first 6 months 2 hours every 2 years thereafter	Human Resources	SHPS
Discrimination, Harassment and Sexual Misconduct Prevention Program for Non-Supervisors	Yes, auto assigned upon hire to everyone who <u>does not</u> have the union code of MPP (Management Personnel Plan), Deans, Associate Deans, and/or Chairs	Yes	45 minutes	Select employees	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".	Non-Supervisors	Within first 6 months Then annually thereafter	Human Resources	SH PNS
Sex/Gender Discrimination, Harassment and Violence Investigations	No, this training has not been assigned yet. Will be assigned in February 2020 since there are already so many trainings assigned during Fall 2019.	No	To be determined	Select employees	To be determined	Title IX coordinators and Deputy Coordinators DHR Administrators Investigators, and any employees involved in conducting investigations	Within first 6 months	Human Resources	To be determined Available Q2 2019
HIPAA: Protecting Patient Privacy	Yes, auto assigned to employees at time of hire if within the departments of: 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 that Support the Health Center but work in ITS - Technology Support Center.	No	25 minutes	Select employees	Auto assigned to select employees. Select employees are selected through collaboration of the Information Security Office, HIPAA Campus Compliance Coordinator and Human Resources.	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	Prior to data access Then annually thereafter	Information Security & Emerging Technologies	HIPAA

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Payment Card Industry Data Security Standards (PCI DSS)	No, this training has not been assigned yet. Will be assigned in February 2020 since there are already so many trainings assigned during Fall 2019.	No	30 minutes	Select employees	To be determined	Anyone with access to more than one credit card number at a time	Annually	Procurement	PCI
Red Flags	No, this training has not been assigned yet. Will be assigned in January 2020 since there are already so many trainings assigned during Fall 2019.	No	To be determined	Select employees	Content not yet available from the Chancellor's Office, campus cannot assign yet. To be determined	Anyone with access to a "covered account" as defined by FACT	On access to covered accounts Then annually thereafter	Information Security & Emerging Technologies	To be determined Available Q1 2019