CSU Learn | TRAINING & Professional Development

CSULearn Course Title	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	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	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 | 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 | 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 | 25 minutes | Select employees | Auto assigned after selection from Human Resources | Conflict of Interest designated employees

Principal Investigators | Within first 6 months

Then every 2 years thereafter | Human Resources | COI |
| Clery Act | 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 |
| Defensive Driving Fundamentals | 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 | 2 hours | Select employees | Content available on 10/28/2019

Auto assigned to all MPP/Administrators, Deans, Associate Deans, and Chairs approximately 3 days after hire | Supervisors | 2 hours of training within first 6 months

2 hours every 2 years thereafter | Human Resources | SHPS |

For questions regarding this document please contact Human Resources at CSULearn@csusb.edu

CSU Learn | T R A I N I N G & Professional Development

CSULearn Course Title	Estimated Time to Complete Course	General Audience/Assignment	Assignment Method	Specific Audience/Assignment	Frequency	SB Campus Content Owner	CSULearn Course Code
Discrimination, Harassment and Sexual Misconduct Prevention Program for Non-Supervisors	45 minutes	Select employees	Content available on 10/28/2019

All employees who are **not** Administrators, Deans, Associate Deans, or Chairs will be auto assigned 3 days after hire | Non-Supervisors | 1 hour of training within first 6 months

Then annually thereafter | Human Resources | SHPNS |
| Sex/Gender Discrimination, Harassment and Violence Investigations | 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 | 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 |
| Payment Card Industry Data Security Standards (PCI DSS) | 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 | To be determined | Select employees | content available, Campus to evaluate in January 2020 for assignment | Anyone with access to a "covered account" as defined by FACT | On access to covered accounts

Then annually thereafter | Information Security & Emerging Technologies | Now Available! 10/25/2019 TD |