

Mandatory Training

Employee Name _____

Employee Number _____

The supervisor is required to determine mandatory training courses for all new and returning employees. The mandatory training information table located in The Source administrative directive (IS-2092, <https://share.cnm.edu/SiteDirectory/ppo/>) provides the information necessary to complete this form.

The supervisor identifies required training on the form below and faxes the form to HR at x4611, or they may scan the form and email to their designated HR technician. The form must be received by HR at least 1 day prior to employee's attendance of NEO Phase I.

Pre-work: mandatory training courses are completed during NEO Phase I (before employee begins job duties)

	Training Date	Completion (Org Learning signature)	Verification (Supervisor Initial)
<input checked="" type="checkbox"/> Family Educational Rights and Privacy Act (FERPA)			
<input checked="" type="checkbox"/> Information Technology Security for General Users			
<input type="checkbox"/> Defensive Driving (if required)			
<input type="checkbox"/> Bloodborne Pathogens – required for Security, Operations, Culinary, Student Health Ctr, and designated HWPS programs			

30-day: mandatory training courses are required within 30 days of employee's hire date

	Training Date	Completed (Org Learning signature)	Verification (Supervisor Initial)
<input type="checkbox"/> Information Technology Security for Managers			
<input type="checkbox"/> Information Technology Security for IT Professionals			
<input type="checkbox"/> Defensive Driving			
<input checked="" type="checkbox"/> Sexual Harassment			
<input checked="" type="checkbox"/> Hazardous Communication			
<input type="checkbox"/> NEO Phase II			
<input type="checkbox"/> NEO Phase III			

Post-training Instructions:

- Once all required training is completed, the supervisor signs the form and returns it to Human Resources, where it is retained in the employee's permanent file.

Supervisor Name Printed _____

Supervisor Signature _____

Date _____