

Mandatory Trainings

Board of Trustees

Training	Time Required	Required For	Frequency	Requirement Basis
Cyber Security Awareness: Security Awareness Essentials	28 minutes	All	New Hire + Annually (sent beg. of July)	Insurance
Hazard Communications: Right to Understand (GHS)	32 minutes	All	New Hire or if an employee transfers to a new department or new process.	OSHA
Injury and Illness Prevention Plan	20 minutes	All	New Hire and when there is a change to the policy.	OSHA
Mandated Reporter: Child Abuse & Neglect (AB 1432)	51 minutes	All	New Hire + Annually	Child Abuse and Neglect Reporting Act (CANRA)
NVC Level 1 – Emergency Training	137 minutes	All	New Hire	Insurance
Sexual Harassment Prevention for Non-Managers (SB 1343) (California)	60 minutes	All	New Hire + Every two years	SB 1343
California SB 553 Workplace Violence Prevention Definitions & Requirement	16 minutes	All	New Hire + Annually The NVC Workplace Violence Prevention Plan can also be found on the Human Resources webpage using the following link. Copies are also posted throughout campus in the following areas: <ul style="list-style-type: none"> - Faculty Lounge - Classified Lounge - Facilities Conf. Room - Custodial Break Room - 1500 Bldg. Kitchen - Upper Valley Campus 	SB 533
NVC – Workplace Violence Prevention Plan	30 minutes			