

Compliance Training for CSU Employees

The CSU requires employees to take certain courses to comply with state and university requirements. Those requirements are driven by federal or state law or CSU policy. To assist each employee to determine which courses they are required to take, we are pleased to provide you with the listing of the CSU **online** training Courses through CSU Learn, a third party vendor.

As you are enrolled and due to retake the course, you will get an automated email from CSU Learn asking you to complete the course. If you have difficulty logging into the CSU Learn training site, please use the following link: https://csu.sumtotal.host/Core/dash/home/Home_Fresno After the login using your Fresno State ID and password, you should click on "Assigned Learning." This will display all of the courses that have been assigned to you.

For more information on Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties please refer to [Executive order 1096](#)

Human Resources							
Subject Area	CSU Learn Course Name	Length	Audience	Requirement	Frequency	Policy	Contact Name/Number
Sexual Misconduct (Title IX)	CSU's Sexual Misconduct Prevention Program/Gender Equity in Education	30-45 Minutes	All Employees	Mandatory	Within six months of assuming the position then annually on October 1st*	EO's 1095, 1096 and 1097; CA State Auditor Report Recommendations	Jamie Pontius-Hogan 278-2083
Discrimination Harassment Prevention – Supervisors	CSU's Discrimination and Harassment Prevention Program for Supervisors	2 hours	MPP, Dept Chair, Supervisors/Lead	Mandatory	Within six months of assuming the position, then, every two years on October 1st*	HR 2005-35 EO's 1095-1098 (AB1825[1])(AB2053)	Suzanne Shaw 278-2083
Discrimination Harassment Prevention – Non Supervisors	CSU's Discrimination, Harassment Prevention Program (Non-Supervisors)	1 hour	All non-supervisor employees including Student Assistants, TA/GA/ISA	Mandatory	Within six months of assuming the position then every two years on October 1st*	HR 2005-35 EO's 1095-1098 (AB1825[1])(AB2053)	Suzanne Shaw 278-2083
Clergy Act	Understanding the Clergy Act	15 Minutes	Campus Security Authorities (CSA)	Mandatory	Within six months of assuming the position then annually in February *	Clergy Act	Jamie Pontius-Hogan 278-2083
Conflict of Interest	CSU Conflicts of Interest	25 Minutes	COI Designated Positions and Principal Investigators	Mandatory	Within six months of assuming the position, then, every two years on April 15 th *	HR 2004-15	Kirsten Corey 278-3929

Mandated Reporter - Child Abuse	EDU: Mandated Reporter		All employees	Optional	N/A	EO 1083	Kirsten Corey 278-3929
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Information Security and Awareness

Subject Area	Course Name	Length	Audience	Requirement	Frequency	Policy	Contact Name/Number
Information/Data Security and FERPA	Data Security & FERPA	1 hour	All employees	Mandatory	Within 30 days of hire and then annually on March 15th*	ICSUAM 8035.0	Rafael Villegas 278-3923
			Level 1 Employees		Within 30 days of hire and then every two years on March 15th*		
			Non Level 1 Employees				
HIPAA	HIPAA Basics	25 Minutes	If under direct control of the HIPAA-covered clinician: all paid employees PLUS trainees, supervisees and volunteers	Mandatory	Prior to access and updated annually*	ICSUAM 8035.0 45 CFR 184 530 (b) (1))	Rafael Villegas 278-3923
Red Flag	Red Flag	45 Minutes	Anyone with access to a "covered account" as defined by "FACT"	Mandatory	Upon having access to covered accounts and updated annually*	ICSUAM 8035.0 Fair and Accurate Credit Transactions Act - 2003	Rafael Villegas 278-3923
Payment Card Industry Data Security Standards	Payment Card Industry Data Security Standards	30 Minutes					Rafael Villegas 278-3923

Environmental Health and Safety

Subject Area	Course Name	Length	Audience	Requirement	Frequency	Policy	Contact Name/Number
Defensive Driving	Driving Safely, Driving Smarter	54 Minutes	All Operators driving vehicles on university business	Mandatory	Every 4 years if driving more than one day per month	Use of University & private Vehicle Guidelines (July 2012)	John Hung 278-7422
Injury and Illness Prevention	CSU - Injury and Illness Prevention Program	45 Minutes	All Employees	Mandatory; All Employees Supervisor Tailgates	Upon hire	Title 8, CA Code of Regs, §3203	Lisa Kao 278-7422

*Assignments automatically emailed from CSU Learn to employee's Fresno State email address.

This document is available online on [Organizational Excellence's website](#)

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