ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Arizona Early Intervention Program (AzEIP)

ARIZONA EARLY INTERVENTION PROGRAM
NON-DES EMPLOYEE TRAINING PLANNING AND TRACKING FORM

Employee Name: _____ EIN: _____ Date: _____

Supervisor's Name: _____ AzEIP SOP Checklist Completion Date: _____

The following training plan is for all non-DES employees, volunteers, and temporary staff that are providing services under the Arizona Early Intervention Program (AzEIP), Individuals with Disabilities Education Act (IDEA) Part C. The supervisor or designee begins the initial training planning process within the first two weeks of the new employee's start date. All training must be completed by the required timeframes identified below. Tracking completion of these courses and maintaining that information is the responsibility of each organization and shall be made available upon request. All non-DES staff who work under the AzEIP must complete at minimum the required courses listed in this form. Employees self-enroll in classes through the TraCorp website at https://adoaserver.tracorp.com.

CREATING A USER ACCOUNT IN TRACORP

To create your non-state worker account in TraCorp, contact the DES Training Solutions Team via email at DESTrainingSolutions@azdes.gov or call them at 602-542-3782 to get an access code.

Logging into TraCorp New Users

1. Go to the TraCorp site: https://adoa.server.tracorp.com/
2. Go to the User Guides and Resources section and select General Users to view instructions for first time users.

Returning Users

1. Go to the TraCorp site: https://adoa.server.tracorp.com/
2. In the Login section, enter your Employee Identification Number (EIN) in the username field and the corresponding password in the Password field.
3. Click the Log In button. This will take you to your Home page.

See page 2 for EOE/ADA disclosures

Course Title	Course No.	Delivery Method	Timeframe	Date Completed	Date Completed	Audience
Kevin Mitnick's Security Awareness Training	CIS001	TraCorp CBT	14 days of start date *Annually thereafter			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Health Insurance Portability and Accountability Act - HIPAA Level I	DEHIP001	TraCorp CBT	First 3 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Health Insurance Portability and Accountability Act - HIPAA Level II	DEHIP002	TraCorp CBT	First 3 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Standards of Conduct for State Volunteers	LAW3000	TraCorp CBT	First 3 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
DES Hazard Communication	DESAF125	TraCorp CBT	First 3 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Article 9	DEDD2000	TraCorp Classroom	First 3 months *Every 3 years thereafter			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Records Management & Retention	DEE162	TraCorp CBT	First 6 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
ADA 504 Compliance Overview	DEE504	TraCorp CBT	First 6 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
ADA 504 Compliance Exam	DEE504T	TraCorp CBT	First 6 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Limited English Proficiency LEP Overview	DESLP001	TraCorp CBT	First 6 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff
Limited English Proficiency Overview Exam LEP Overview: Assessment	DESLP001T	TraCorp CBT	First 6 months			All non-DES Employees, Contractors, Volunteers, & Temporary Staff