

There are some things that everyone needs to know about, and how to do. Applying policy and law correctly is one example. To help ensure that every DES Employee, Contractor, Volunteer, and Temporary Staff has the opportunity to gain the knowledge and skills for these “must have” topics, training on them is **mandatory**.

To register and access the trainings Non-State employees use Event Registration and Management Application (ERMA) and State Employees use the Your Employee Services website (YES).

Tracking completion of these courses and maintaining that information is the responsibility of each organization. Each new employee must register in [ERMA](#) and enter that ID in [I-TEAMS](#) within one week of initial hire date. All core team members must also complete the AzEIP Standards of Practice, Article 9, CPR and First Aid trainings according to their timelines.

PRIORITY TRAINING: (10-14 days from Start Date)			
COURSE TITLE/COURSE CODE	DELIVERY METHOD	REGISTRATION BY CATEGORY	AUTHORITY
DES Initial Security Training (DEISA1005)	CBT	DES Courses	DES Policy 1-38-0076 (6.1)
MANDATORY TRAINING: (3 Months from Start Date)			
COURSE TITLE/COURSE CODE	DELIVERY METHOD	REGISTRATION BY CATEGORY	AUTHORITY
Health Insurance Portability and Accountability Act Level I (DEHIP001) Note: You will automatically be enrolled for this course three months from your DES start date.	CBT	DES Courses	DES Policy 1-19-01 P.L. 104-191 45CFR § 160, 162, & 164
Health Insurance Portability and Accountability Act Level II (DEHIP002) Note: You will automatically be enrolled for this course if required to complete.	CBT	DES Courses	DES Policy 1-19-01 P.L. 104-191 45CFR § 160, 162, & 164
Standards of Conduct for State Employees (LAW1000)	CBT	AZ Learning Center Courses	A.R.S. § 38-591 &38-592
State Employee Driver Training (RM29) Note: This course is to be completed every four years.	CBT	Defensive Driving	R2-10-207
State Employee Handbook (SPSORI100)	CBT	AZ Learning Center Courses	A.R.S. § 41-743
Hazard Communication (DESAF125)	CBT	DES Courses	OSHA FS-3642-2013

MANDATORY TRAINING: (6 Months from DES Start Date)

COURSE TITLE/COURSE CODE	DELIVERY METHOD	REGISTRATION BY CATEGORY	AUTHORITY
Welcome to State Government (ADORI100)	CBT	AZ Learning Center Courses	A.R.S.§ 41-743
DES Mandatory Workplace Violence Avoidance Training and DES ID Badges (DEE600)	CBT	DES Courses	DES Policy 1-078-04 ISGA 3148-01R 2004
Diversity (LAW1005)	CBT	AZ Learning Center Courses	DES Executive Team
Fair Labor Standards Act (FLSA) (DEHR050) Note: This course is required to complete every two years.	CBT	DES Courses	DES Deputy Directors
Records Management & Retention (DEE162)	CBT	DES Courses	DES1-37-12-01 DES Records Center Procedures
ADA 504 Compliance Overview Course Study (DEE504)	CBT	DES Courses	DES Executive Team
ADA 504 Compliance Overview Course Exam (DEE504T)	CBT	DES Courses	DES Executive Team
Limited English Proficiency Overview Course Study (DESLP001)	CBT	DES Courses	DES Executive Team
Limited English Proficiency Overview Course Exam (DESLP001T)	CBT	DES Courses	DES Executive Team
DES ISA Annual Security Awareness Training Recertification (DEISA1001) Note: This course is to be taken annually.	CBT	DES Courses	DES Policy 1-38-0006 (6.1)