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| **ONBOARDING: Compliance Training – Job Specificfor new hire/internal hire/senior administrator appointment** |

In continuing the onboarding process for your new employee, we recommend you review the Job Specific Compliance Training checklist below; it outlines central training courses offered by the Center for Learning and Professional Development (CLPD) and the Environmental Health & Safety office (EH&S).

Using the checklist, please identify the appropriate training sessions that your new employee is required to attend based on the requirements of his/her position. Assist the employee with registering for the applicable sessions at <http://training.nmsu.edu/compliance/> for CLPD courses and at <http://safety.nmsu.edu/training/class_desc_outline.htm#Class List> for EH&S courses. Many of these courses are required to be completed during the first two to three months of employment.

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| **Center for Learning and Professional Development (CLPD) Offerings:** |
| ADA- The Americans with Disabilities Act (What You Should Know)  | [ ]  |
| Computer and Data Security | [ ]  |
| Drug and Alcohol Testing Supervisor Training | [ ]  |
| FERPA (required of all staff who will be granted access to paper/on-line student records) | [ ]  |
| Payment Card Industry Data Security Standards (PCI DSS) - Compliance Training  | [ ]  |
| Preventing Harassment in the Academic and Workplace Setting | [ ]  |
| Preventing Harassment in the Academic and Workplace Setting (Supervisor focus) | [ ]  |

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| **Environmental Health & Safety (EH&S) Offerings:** |
| Animal Worker Safety | [ ]  |
| Asbestos Awareness | [ ]  |
| Bio Safety (for labs) Class | [ ]  |
| Bloodborne Pathogen Class | [ ]  |
| Cardio-Pulmonary Resuscitation (CPR) | [ ]  |
| Confined Space | [ ]  |
| Defensive Driving Course | [ ]  |
| Emergency Action Plan | [ ]  |
| Fire Extinguisher Operation/Use | [ ]  |
| Fork Lift Training | [ ]  |
| Hazardous Waste Management | [ ]  |
| Hearing Protection | [ ]  |
| Laboratory Standard | [ ]  |
| Lack out Tag out | [ ]  |
| Ladder Safety | [ ]  |
| Nuclear Gauge Training- Radiation Safety | [ ]  |
| Office Ergonomics/Back and Lifting Safety | [ ]  |
| Personal Protective Equipment | [ ]  |
| Radiation Safety | [ ]  |
| Respirator Training & Fit Testing | [ ]  |
| Supervisor Training/Job Hazard Analysis | [ ]  |
| Unexploded Ordnance (UXO) | [ ]  |
| Worker Protection Standard | [ ]  |

NMSU Human Resource Services
website: <http://hr.nmsu.edu/> | email: hrhelp@nmsu.edu | phone: 575-646-8000