

STATE OF NEVADA EXECUTIVE BRANCH AGENCIES

MANDATORY TRAINING REQUIREMENTS

The following courses are mandatory for either all or some employees.

Training Course	Required for			Frequency	Authority	Prerequisite	Online	Live	Provided by	Hours
	Employees	Supervisors /Managers	Other							
Nevada Information Security Awareness	X			Once a year	State PSP 100, Section 3.5		X		EITS	n/a
Sexual Harassment Prevention	X			Within first 6 months of State employment then every 2 years	NAC 284.496		X		EEO	n/a
Equal Employment Opportunity for Managers and Supervisors		X		Required within 12 months of supervisory appointment then every 3 years ¹	NAC 284.498		X		EEO	n/a
Alcohol & Drug Testing Procedures		X		Required within 12 months of supervisory appointment then every 3 years ¹	NAC 284.498		X		C&A	n/a
Evaluating Employee Performance		X		Within 6 months of supervisory appointment then every 3 years ¹	NAC 284.498		X		C&A	n/a
Handling Grievances		X		Within 12 months of supervisory appointment then every 3 years ¹	NAC 284.498		X		C&A	n/a
Interviewing & Hiring		X		Within 12 months of supervisory appointment then every 3 years ¹	NAC 284.498		X		C&A	n/a

¹ An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.

Training Course	Required for			Frequency	Authority	Prerequisite	Online	Live	Provided by	Hours
	Employees	Supervisors /Managers	Other							
Progressive Disciplinary Procedures		X		Within 12 months of supervisory appointment then every 3 years ²	NAC 284.498		X		C&A	n/a
Work Performance Standards		X		Within 12 months of supervisory appointment then every 3 years ^{2, 3}	NAC 284.498		X		C&A	n/a
Work Performance Standards Workshop		X		Every 3 years ³	NAC 284.498	Work Performance Standards (online)		X	OED	7
Accident Investigation		X			SAM 0521 & Risk's list			X	Risk	3
Basic Office Ergonomics		X			SAM 0521 & Risk's list			X	Risk	3
Workers' Compensation Overview for Managers and Supervisors		X			SAM 0521 & Risk's list			X	Risk	4
Workplace Evaluation & Management Tools		X			SAM 0521 & Risk's list			X	Risk	7
Workplace Violence Recognition & Prevention		X			SAM 0521 & Risk's list			X	Risk	3.5

² An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee's appointment.

³ Work Performance Standards (online) **or** Work Performance Standards Workshop (live) fulfill the every 3 years training requirement after a supervisor has successfully completed the Work Performance Standards (online) class.

Training Course	Required for			Frequency	Authority	Prerequisite	Online	Live	Provided by	Hours
	Employees	Supervisors /Managers	Other							
Defensive Driving Course			X ⁴	Within 12 months of appointment ^{5 & 6}	SAM 0521 & Risk memo			X	Risk	4
Defensive Driving (Refresher)			X ⁴	Every 4 years following prerequisite ⁶	SAM 0521 & Risk's memo	Defensive Driving (new employees)	X		Risk	n/a
Financial Management Training			X ⁷	1. Within 90 days after being hired, promoted or transferred; 2. attendance is recommended by the Division of Internal Audits; or 3. Directed to by the head of the agency	NAC 353A.100			X	Audits	n/a
ADVANTAGE Financial Training			X ^{8, 9}	Required prior to receiving an ADVANTAGE user ID and password	State Controller's Policy on Establishment and Maintenance of User IDs			X	ASD	16

⁴ Required for employees whose job function requires driving a State vehicle or personal vehicle for State business.

⁵ Employees who have had more than 1 work related traffic accident or ticket (in which they have been deemed to be at fault) within the 4 year period must take the live Defensive Driving Course within 3 months of the 2nd accident.

⁶ Exceptions: Peace officers or EMT's who participate in EVOC training, elected officials, Legislative Counsel Bureau employees, and Board and Commission members.

⁷ Required for agency heads and employees who administer budgetary accounts. Agencies are required to notify the Department of Administration's Division of Internal Audits within 30 days after an employee is hired, promoted or transferred into a position whose duties include administering budgetary accounts to arrange for training for the employee.

⁸ Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the "special profile" courses. For a list of ADVANTAGE profiles and their training requirements, go to http://intra.ktl.nv.gov/intranet/Training/TL_FinancialSystemTraining/Advantage_Special_Profiles.pdf

⁹ Employees whose job functions require access to the ADVANTAGE Financial program and whose duty location is in the Reno/Carson City area.

Training Course	Required for			Frequency	Authority	Prerequisite	Online	Live	Provided by	Hours
	Employees	Supervisors /Managers	Other							
ADVANTAGE Financial Training			X ^{10, 11}	Required prior to receiving an ADVANTAGE user ID and password	State Controller's Policy on Establishment and Maintenance of User IDs		X		ASD	13-16
ADVANTAGE Recertification ¹²			X ¹⁰	Every 2 years after completion of the ADVANTAGE Financial Training class	State Controller's Policy on Establishment and Maintenance of User IDs	ADVANTAGE Financial Training		X	ASD	7
ADVANTAGE Recertification ¹²			X ¹⁰	Every 2 years after completion of the ADVANTAGE Financial Training class	State Controller's Policy on Establishment and Maintenance of User IDs	ADVANTAGE Financial Training	X		ASD	7

¹⁰ Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the “special profile” courses. For a list of ADVANTAGE profiles and their training requirements, go to http://intra.ktl.nv.gov/intranet/Training/TI_FinancialSystemTraining/Advantage_Special_Profiles.pdf

¹¹ Employees whose job functions require access to the ADVANTAGE Financial program and whose duty location is outside the Reno/Carson City area.

¹² ADVANTAGE Recertification may be completed either online or in the classroom depending on your preference. It must be completed every two years.

Training Course	Required for			Frequency	Authority	Prerequisite	Online	Live	Provided by	Hours
	Employees	Supervisors /Managers	Other							
Discoverer			X ¹³	Prior to receiving DISCOVERER access	http://intra.ktl.nv.gov/intranet/Training/Training/Discoverer_Classes.html			X	ASD	4
Payroll Certification			X ¹⁴	Within 6 months of appointment then every 2 years	NAC 284.504			X	Payroll	12
Central Records Certification Training (new personnel reps)			X ¹⁵	Within 6 months of appointment	NAC 284.504			X	Records	11
Central Records Re-certification			X ¹⁵	Every 2 years following prerequisite	NAC 284.504	Central Records Certification Training (new employees)	X		Records	n/a
Records Management – Retention of State Records			X ¹⁶		NRS 239.083(2)(a)			X	NSLAPR	2.5

¹³ Employees whose job functions require access to Discoverer.

¹⁴ Required for employees who prepare payroll forms, documents & records (e.g., agency payroll clerks).

¹⁵ Required for employees who prepare forms for Central Records or Central Payroll.

¹⁶ Required for employees whose duties included the management of the retention and disposal of any official state records of the agency, board or commission.

Acronym	Agency	Phone Number
ASD	Administrative Services Division	(775) 684-4119
Audits	Division of Internal Audits	(775) 687-0120
C&A	Division of Human Resource Management – Consultation & Accountability	(775) 684-0148
EEO	Division of Human Resource Management – Equal Employment Opportunity	(702) 486-0988
EITS	Enterprise IT Services	(775) 684-5800
NSLAPR	Division of State Records	(775) 684-3422
Payroll	Division of Human Resource Management – Central Payroll	(775) 687-9077
Records	Division of Human Resource Management – Central Records	(775) 687-9095
Risk	Office of Risk Management	(775) 687-3187

Some agencies have been delegated authority to provide some mandatory training for their staff (e.g. Department of Transportation) instead of using the above indicated classes. Check with your agency human resource staff to find out if your agency provides any of the required training and, if yes, which classes are provided.