

## Compliance Training Matrix

CSU San Bernardino Assignments

Course Title	Assignment Method	Intended Audience	Deadline and Frequency	Responsible Area(s)
<b>Avoiding Conflicts of Interest</b>	**Auto-assignment	Principal Investigators, Procurement Card Holders, and Employees in a designated position	90 days from the effective date, then every two years after that	Staff Development Center
<b>Cash Handling</b>	Assigned manually	Position-specific based on role and responsibility involving the handling of currency	Before handling cash and annually after that	Student Financial Services
<b>Data Security &amp; FERPA (Family Education Rights &amp; Privacy Act)</b>	**Auto-assignment	Faculty, Administrators, Staff, Student Workers, Volunteers, and select Persons Of Interest with access to protected data and student records	30 days from the effective date, then every two years after that	Office of Compliance Initiatives
<b>Defensive Driver Program</b>	Assigned after completing the Defensive Driving Training Request Form	Employees who operate state-owned, rental, and personal vehicles for University business	Before operating vehicle(s) for University business and every four years after that	Parking & Transportation Services
<b>Discrimination, Harassment Prevention Program for Supervisors</b>	**Auto-assignment to MPPs (Management Personnel Plan) as coded in PeopleSoft employee record	MPPs (auto-assigned); Deans, Assistant/Associate Deans, and Department Chairs (manual if not coded in PeopleSoft as an MPP)	Six months from the effective date, then every two years after that	Staff Development Center
<b>Discrimination, Harassment Prevention Program for Non-Supervisors</b>	**Auto-assignment to staff (excluding MPPs) as coded in PeopleSoft	State-side employees with an active CSU Learn account who are serving as an MPP, Dean, Assistant Dean, Associate Dean, or Department Chair	Six months from the effective date, then every two years, after that	Staff Development Center
<b>Emergency &amp; Disaster Preparedness</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons Of Interest	45 days from effective date	Risk Management
<b>Fire Safety &amp; Prevention</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons Of Interest	30 days from effective date	Risk Management
<b>Gender Equity &amp; Title IX</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons Of Interest	Six months from the effective date, then annually after that	Staff Development Center

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<b>Hazard Communication: An Employee's Right to Understand</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons of Interest	45 days from effective date	Risk Management
<b>HIPAA: Protecting Patient Privacy (HIPAA=Health Insurance Portability and Accountability Act)</b>	**Auto-assignment	Administrators, Faculty, Staff, Student Employees, Volunteers in Athletics, Children's Center, CEGE (Intl Student Services), Counseling & Psychological Services, Environmental Health & Safety, HR, ITS Information Security, Nursing, Risk Management, Services to Students with Disabilities (SSD), Social Work, Special Education / Rehab Counseling, Student Conduct & Ethical Development, Student Health Center (SHC), UEC Cal State Re-Entry Initiative (CRSRI), University Center for Developmental Disabilities (UCDD), Workability IV, and ITC who work in the Technology Support Center supporting the Student Health Center	Before accessing health records and annually after that	Office of Compliance Initiatives
<b>Injury and Illness Prevention (IIPP)</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons of Interest	45 days from effective date, then every three years after that	Risk Management
<b>Mandated Reporters of Child Abuse</b>	**Auto-assignment	Faculty (limited and general reporter), Academic Student Employees, Administrators, Staff, and Volunteers	30 days from effective date	A collaboration with Risk Management and Staff Development Center
<b>CSU-NVRA-35 Coordinator Training</b>	**Auto-assignment	Staff, Administrators, Faculty, Student Employees, and Volunteers in Services to Students with Disabilities	30 days from effective date, then annually after that	Services to Students with Disabilities
<b>Payment Card Industry Data Security Standards (PCI DSS)</b>	**Auto-assignment	Employees with access to more than one credit card number at a time	Before card issuance and annually after that	Office of Compliance Initiatives

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<b>Red Flags: Preventing Identity Theft</b>	**Auto-assignment	Employees with access to a "covered account" defined by the Financial Affairs Collaboration Team in Student Financial Services (Accounting); CEGE (Dean, IEP, International Education, PACE, Student Services); COE (Student Services, Graduate Studies); Academic Success and Undergraduate Advising); Human Resources; Technology Support Center; Enrollment Management (Admissions), Financial Aid Office; Student Affairs (CAPS, Orientation and First Year Experience, Registrar's Office; Housing & Residential Life; SSD; Student Conduct & Ethical Development, EOP, SAIL, and Veteran's Success Center)	30 days from effective date, then annually after that	Office of Compliance Initiatives
<b>Searches and Recruitment in the CSU</b>	HR Talent Acquisition can have the training assigned, or the employee can complete the training by accessing CSU Learn and searching for the course title.	Employees serving as a Hiring Manager and on a search committee (in either a Search Committee Chair or Search Committee Member capacity)	Before serving on a search committee	Talent Acquisition
<b>Understanding the Clery Act</b>	**Auto-assignment	Campus Security Authorities (CSAs)	Six months from the effective date, then annually after that	Risk Management
<b>Workplace Violence Prevention Plan</b>	**Auto-assignment	Faculty, Staff, Administrators, Student Employees, Volunteers, and select Persons of Interest	30 days from effective date, then annually after that	Environmental Health & Safety

**\*\*Auto-assignments are activated with access to CSULearn approximately 3-4 days from the effective start date.**