State of Nevada Executive Branch Agencies
Mandatory Training Requirements

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

**ALL EMPLOYEES**
- Sexual Harassment Prevention
- Whistleblower Protections – What, When & How?

**ALL SUPERVISORS AND MANAGERS**
- Equal Employment Opportunity for Managers and Supervisors
- Alcohol & Drug Testing Procedures
- Developing Essential Functions
- Evaluating Employee Performance
- Handling Grievances
- Interviewing & Hiring
- Progressive Disciplinary Procedures
- What Supervisors Need to Know about the ADA & Accommodation Requests
- What Supervisors Need to Know about the FMLA
- Work Performance Standards
- Accident Investigations
- Basic Office Ergonomics
- Workers’ Compensation Overview for Managers and Supervisors
- Workplace Evaluation & Management Tools
- Workplace Violence: Recognition & Prevention

**OTHER (some employees)**
- Defensive Driving
- Defensive Driving (Refresher)
- Internal Controls Class – Financial Management
- ADVANTAGE Financial Training (Live)
- ADVANTAGE Financial Training (Online)
- ADVANTAGE Recertification
- iHub Basic Navigation
- Central Payroll Certification Training
Central Records Certification Training - NEW .................................................................13
Central Records Re-certification ..................................................................................14
Records Management – Retention of State Records ....................................................14
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.
ALL EMPLOYEES

Sexual Harassment Prevention

Required for: Employees

**Frequency:** Within the first 6 months of State employment and every 2 years from appointment

Type: Online

Responsible Agency: Department of Administration, Division of Human Resource Management, Equal Employment Opportunity (702-486-0988)

Authority: NAC 284.496

Whistleblower Protections – What, When & How?

Required for: Employees

**Frequency:** Within first 30 days of State employment and then annually

Type: Online in Success Factors*

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)

Authority: NRS 281.661

*The training requirement may be met by passing the online class or reviewing the Whistleblower Protections - What, When & How (Written Guide for State of Nevada Officers and Employees, and Local Government Officers and Employees) and completing and submitting to your agency’s management the State of Nevada Officers and Employees Acknowledgement of Provisions of Disclosure of Improper Governmental Action.
### ALL SUPERVISORS AND MANAGERS

#### Equal Employment Opportunity for Managers and Supervisors

<table>
<thead>
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<th>Required for:</th>
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<tr>
<td><strong>Type:</strong></td>
<td><a href="#">Online</a></td>
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<tr>
<td><strong>Responsible Agency:</strong></td>
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<td><strong>Authority:</strong></td>
<td><a href="#">NAC 284.498</a></td>
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#### Alcohol & Drug Testing Procedures

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#### Developing Essential Functions

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### Evaluating Employee Performance

**Required for:** Supervisors and Managers  
**Frequency:** Within 6 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498

### Handling Grievances

**Required for:** Supervisors and Managers  
**Frequency:** Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498

### Interviewing & Hiring

**Required for:** Supervisors and Managers  
**Frequency:** Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498
### Progressive Disciplinary Procedures

**Required for:** Supervisors and Managers  
**Frequency:** Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498

### What Supervisors Need to Know about the ADA & Accommodation Requests

**Required for:** Supervisors and Managers  
**Frequency:** Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498

### What Supervisors Need to Know about the FMLA

**Required for:** Supervisors and Managers  
**Frequency:** Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.  
**Type:** Online  
**Responsible Agency:** Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)  
**Authority:** NAC 284.498
**Work Performance Standards**

Required for: Supervisors and Managers

**Frequency:** Within 6 months of supervisory appointment and every 3 years*. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.

Type: Online

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)

Authority: NAC 284.498

**Accident Investigations**

TEMPORARILY UNAVAILABLE – Per Risk Management’s August 12, 2021 Memorandum.

Required for: Supervisors and Managers

**Frequency:** Once

**Type:** Live (see NEATS for course listings)

**Length:** 3 hours

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management

**Basic Office Ergonomics**

TEMPORARILY UNAVAILABLE – Per Risk Management’s August 12, 2021 Memorandum.

Required for: Supervisors and Managers

**Frequency:** Once

**Type:** Live (see NEATS for course listings)

**Length:** 3 hours

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management
## Workers’ Compensation Overview for Managers and Supervisors

**Required for:** Supervisors and Managers  
**Frequency:** Once  
**Type:** Live (see NEATS for course listings)  
**Length:** 4 hours  
**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)  
**Authority:** SAM 0521 & Risk Management

## Workplace Evaluation & Management Tools

**Required for:** Supervisors and Managers  
**Frequency:** Once  
**Type:** Live (see SCATS for course listings)  
**Length:** 7 hours  
**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)  
**Authority:** SAM 0521 & Risk Management

## Workplace Violence: Recognition & Prevention

**TEMPORARILY UNAVAILABLE** – Per Risk Management’s August 12, 2021 Memorandum.  
**Required for:** Supervisors and Managers  
**Frequency:** Once  
**Type:** Live (see NEATS for course listings)  
**Length:** 3 ½ hours  
**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)  
**Authority:** SAM 0521 & Risk Management
OTHER (some employees)

Defensive Driving

TEMPORARILY UNAVAILABLE – Per Risk Management’s August 12, 2021 Memorandum. “In the meantime, employees who need to take the Defensive Driving course in order to perform the essential functions of their position should take the Defensive Driving Refresher course available on NVeLearn. Note: When the 4-hour in-person Defensive Driving course becomes available again, these employees will still be required to take it. The Defensive Driving Refresher does not replace that requirement.”

Required for: Employees whose job function(s) require driving a State vehicle.

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

Frequency: 1) Within 12 months of appointment; and

2) Within 3 months of a 2nd work-related traffic accident or ticket (in which the employee has been deemed to be at fault) within a 4-year period.

Type: Live (see NEATS for course listings)

Length: 4 hours

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management

Defensive Driving (Refresher)

Required for: Employees whose job function(s) require driving a State vehicle.

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

Frequency: Every 4 years

Type: Online

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management
## Internal Controls Class – Financial Management

**Required for:** Agency heads and employees who administer budgetary accounts.

**Frequency:**
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.

**Type:** Live

**Length:** 3 hours

**Responsible Agency:** Governor’s Finance Office, Division of Internal Audits (775-684-0222)

**Authority:** [NAC 353A.100](#)

## ADVANTAGE Financial Training (Live)

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

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.

**Frequency:** Prior to receiving an ADVANTAGE user ID and password.

**Type:** Live (see NEATS for course listings)

**Length:** 16 hours

**Responsible Agency:** Governor’s Finance Office, Office of Project Management (775-684-4119)

**Authority:** [State Controller’s Policy on Establishment and Maintenance of User IDs](#)
### ADVANTAGE Financial Training (Online)

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

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.

**Frequency:** Prior to receiving an ADVANTAGE user ID and password.

**Type:** Online

**Length:** 13 – 16 hours

**Responsible Agency:** Governor’s Finance Office, Office of Project Management (775-684-4119)

**Authority:** [State Controller’s Policy on Establishment and Maintenance of User IDs](#)

### ADVANTAGE Recertification

**Required for:** Employees whose job functions require access to the ADVANTAGE Financial program.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the Financial Help Desk at the State Controller’s Office to verify that you have a “special profile”. Upon verification, they will provide you with the proper course key.

**Frequency:** Every 2 years after completion of the ADVANTAGE Financial Training class.

**Type:** Live (see NEATS for course listings) or online

**Length:** 7 hours

**Responsible Agency:** Governor’s Finance Office, Office of Project Management (775-684-4119)

**Authority:** [State Controller’s Policy on Establishment and Maintenance of User IDs](#)
### Other (some employees)

#### iHub Basic Navigation

- **Required for:** Employees whose job functions require access to iHub.
- **Frequency:** Prior to receiving iHub access.
- **Type:** Online
- **Length:** 6 hours
- **Responsible Agency:** Governor’s Finance Office, Office of Project Management (775-684-4119)
- **Authority:** [http://scointranet.nv.gov/services/financial-system-training/ihub-training](http://scointranet.nv.gov/services/financial-system-training/ihub-training)

#### Central Payroll Certification Training

- **Required for:** Employees who prepare payroll forms
- **Frequency:** Within 6 months of appointment and then every 2 years.
- **Type:** Live (see NEATS for course listings)
- **Length:** 12 hours
- **Responsible Agency:** Department of Administration, Division of Human Resource Management, Central Payroll (775-687-9077)
- **Authority:** NAC 284.504

#### Central Records Certification Training - NEW

- **Required for:** Employees who prepare forms for Central Records
- **Frequency:** Within 6 months of appointment
- **Type:** Live (see NEATS for course listings)
- **Length:** 11 hours
- **Responsible Agency:** Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)
- **Authority:** NAC 284.504
### Central Records Re-certification

<table>
<thead>
<tr>
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<th>Employees who prepare forms for Central Records</th>
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<tbody>
<tr>
<td><strong>Frequency:</strong></td>
<td>Every 2 years following completion of Central Records Certification Training</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>Online</td>
</tr>
<tr>
<td>Responsible Agency:</td>
<td>Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)</td>
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<tr>
<td>Authority:</td>
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### Records Management – Retention of State Records

<table>
<thead>
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<th>Required for:</th>
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<tbody>
<tr>
<td><strong>Frequency:</strong></td>
<td>Once</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>Live (see NEATS for course listings)</td>
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<tr>
<td>Length:</td>
<td>2 ½ hours</td>
</tr>
<tr>
<td>Responsible Agency:</td>
<td>Department of Administration, Division of State Records (775-684-3364)</td>
</tr>
<tr>
<td>Authority:</td>
<td>NRS 239.083(2)(a)</td>
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