



**REQUIRED TRAINING
FOR PUBLIC EMPLOYEES
AND PUBLIC OFFICIALS OF
STATE AND LOCAL ENTITIES**

INTRODUCTION

The following document provides links to various statutory mandates which require that public employees and officials receive and complete training on various topics. This document does not address specific POST-related training requirements for peace officers or firefighter certification training.

[General Training Requirements for All State Public Employees & Officials](#)

- **Ethics** – [R.S. 42:1170](#)
 - Public Employees and Elected Officials shall receive at least one hour of ethics training on the Code of Governmental Ethics each calendar year.
 - Newly Elected Officials shall receive ethics training within the first ninety days of office and one (1) hour of training on campaign finance disclosure act during term of office.
 - Heads of executive branch departments, except for statewide elected officials, shall receive an additional one-hour annual training on contract ethics.
 - State agencies shall appoint at least one individual to serve as a State Agency Ethics Liaison.
 - State Agency Ethics Liaisons shall ensure that the employees and officials of their agency are aware of their obligation to obtain annual ethics training and assist their agency is tracking the completion of this training mandate by agency personnel.
 - State Agency Ethics Liaisons shall also disseminate information and updates received from the Board of Ethics to the public servants of their agency.
 - State Agency Ethics Liaisons shall receive two (2) hours of ethics training each year from the Board of Ethics.

- The agency head of each department of the Executive Branch of State government shall select at least one person licensed to practice law in the State as a State Agency Ethics Liaison.
- Ethics Training for public servants of State agencies may be received in-person or via the internet, and is subject to Board of Ethics' promulgated rules and oversight.
 - State Employees may complete their required Ethics Training online through [LEO](#) or the [Board of Ethics' website](#).
 - State Agency Ethics Liaisons may proctor prerecorded training materials to the public servants of their agency.
 - Public servants of State agencies may receive live training in-person or virtually through Certified Ethics Trainers using materials approved by the Board of Ethics.
 - State Agency Ethics Liaisons are considered Certified Ethics Trainers pursuant to the Board of Ethics' promulgated rules. See [52 LA ADC Pt I, §2401\(B\)](#) (page 68 of pdf)
- **Preventing Sexual Harassment** – [R.S. 42:343](#)
 - Public Employees and Elected Officials shall receive at least one (1) hour of training on preventing sexual harassment each calendar year.
 - Supervisors and persons designated by an agency head to accept or investigate complaints of sexual harassment shall receive additional education and training.
 - Training may be received in-person or via the internet through materials approved by the agency head.
 - The law authorizes agency heads to determine the materials appropriate for its agency.
 - State Employees may complete their required Preventing Sexual Harassment Training online through [LEO](#).
 - Agency shall include the number and percentage of public servants in their agency completing the mandated annual training in their Annual Reports required under [R.S. 42:344](#).
- **Cybersecurity Training** – [R.S. 42:1267](#)
 - Public Employees and Elected Officials who have access to the agency's information technology assets shall receive cybersecurity training as developed by the Department of State Civil Service.
 - New employees or officials shall complete the training within their first thirty (30) days of initial service or employment with the agency.

- Agency heads shall also ensure that contractors with access to the agency's IT assets receive cybersecurity training during the term of the contract and during any renewal period.
 - Completion of cybersecurity training shall be included in the terms of the contract.
- State employees may complete their required training through [LEO](#).
- Employees and contractors of State agencies may complete their mandated training through their agency utilizing training materials obtained from State Civil Service.
 - These training materials may be obtained by submitting the [CPTP-SCS Cybersecurity Download Request Form](#) to SCSCourseDownload@la.gov.
- The statute does not mandate a specific period for additional or recurring training.
 - State Civil Service has noted that agency heads should provide additional training as they determine is appropriate given their agency's needs.
- Agency heads of State Agencies shall verify and report completion of the cybersecurity training (employees, officials, and contractors) to the Department of State Civil Service.
 - Reports shall be submitted to SCSInfo@la.gov.
 - The initial reporting for 2020 and 2021 shall be submitted to the Director of Civil Service on or before March 31, 2022.
 - Agency heads of State Agencies shall thereafter annually report¹, by March 31st, the completion of any cybersecurity training by their employees and/or contractors for the preceding calendar year.

Additional Training Requirements for State Employees & Officials

- **Supervision of Classified Employees** – [R.S. 42:1266](#)
 - Secretaries, deputy secretaries, undersecretaries, assistant secretaries or equivalents of various executive branch departments and other State officials shall complete the training within one (1) year of employment or appointment.
 - Training is available through LEO.
 - Additional information can be found [here](#).
- **Comprehensive Public Training Program (CPTP)** – [Civil Service Rules 25.1 and 25.2](#)
 - Establishes CPTP in-service training for classified employees and mandates in-service training for classified employees for supervisory, managerial, or administrative jobs.

¹ Pursuant to State Civil Service [General Circular 2020-058](#)

- CPTP Training is available to State employees through [LEO](#).
 - Additional information can be found [here](#).
- **Training on Hudson Initiative – [R.S. 39:2007](#)**
 - Training shall be periodic and provide training for relevant State employees on the requirements for the Louisiana Initiative for Small Entrepreneurships.
 - State agencies shall have at least one employee attend training in accordance with training schedule established by the Commissioner of Administration.
 - A list of coordinators designated by department/agency can be found on the Office of State Procurement’s website [here](#).
- **Training on Veteran Initiative – [R.S. 39:2177](#)**
 - Training shall be periodic and provide training for relevant State employees on the requirements for the Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative).
 - State agencies shall have at least one employee attend training in accordance with the training schedule established by the Commissioner of Administration.
 - A list of coordinators designated by department/agency can be found on the Office of State Procurement’s website [here](#).
- **DOTD Construction & Maintenance Employees – [R.S. 48:250.1](#)**
 - Construction and Maintenance Employees of the Department of Transportation and Development shall be required to participate in a structured training program as contained in the Secretary of DOTD’s Police and Procedure Memorandum.
 - Information on the Structured Training Program can be found [here](#).
- **Members of Retirement System Boards of Trustees – [R.S. 11:185](#)**
 - Members of Boards of Trustees for State and Statewide Retirement Systems shall obtain annual training on a period basis running from September 1st through August 31st.
 - Training covers investments, actuarial science, system-related laws and regulations, and fiduciary and ethics training.
 - Members shall complete statutorily mandated minimal amounts of this training in order for a member to receive a per diem and vote on matters.
- **Campus Appointed Confidential Advisors – [R.S. 17:3399.15](#)**
 - Individuals appointed to serve as confidential advisors on post-secondary campuses and institutions shall receive training on power-based violence, trauma-informed interactions, Title IX requirements, State law on power-based violence and resources for victims.
 - Confidential Advisors shall thereafter receive annual training relative to power-based violence and Title IX.
 - The training shall be developed by the Attorney General in collaboration with the Board of Regents and provided through online materials.

- Information on Board of Regent Policy and this mandated training can be found [here](#).
- **Voting Members of Committee on Parole – [R.S. 15:574.2](#)**
 - Each voting member shall complete a comprehensive training course developed by the Department of Public Safety and Corrections within ninety (90) days of being appointed to the committee on parole.
 - Thereafter each member shall complete a minimum of eight (8) hours of training annually.
 - [Board Policy on Training](#) and [Board Directive on Training](#).
- **Louisiana Board of Massage Therapy – Human Trafficking – [R.S. 37:3568](#)**
 - The board, staff and contract inspectors shall receive annual training on identifying signs of human trafficking.
- **Wildlife and Fisheries Auxiliary Enforcement Program – [R.S. 56:69.5](#)**
 - Wildlife volunteers under the Auxiliary Enforcement Program shall complete training program established by Secretary of Wildlife and Fisheries.
 - Additional information on the Auxiliary Enforcement Program can be found [here](#).
- **State Park Wardens – [R.S. 56:1688](#)**
 - State park wardens shall successfully complete a basic certified training program approved by the Council on Peace Officer Standards and Training as provided by [R.S. 40:2405](#) and shall fulfill all requirements for annual basic firearms training.
- **Americans with Disabilities Act (ADA) – [R.S. 46:2595*](#)**
 - Head of all executive branch state agencies shall require all supervisors and all ADA agency coordinators within the agency to receive one hour of education and training on the ADA within ninety (90) days of hire or appointment to a supervisory position and every three (3) years thereafter.
[*Act 103 of the 2022 Regular Session](#) (effective May 25, 2022).
- **Emergency Preparedness – [R.S. 29:726\(F\)\(2\)*](#)**
 - GOHSEP shall provide training to all members of the legislature at the beginning of each legislative term and additional training at the request of the president of the Senate, the speaker of the House, the chairman of the Senate Select Committee on Homeland Security, or the chairman of the House Select Committee on Homeland Security.
 - The training may be in person or virtual, but virtual training shall require active participation from attendees.
[*Act 526 of the 2022 Regular Session](#) (effective June 16, 2022).



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2022



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Office of Risk Management (ORM) Mandated Training for State Employees

In addition to statutorily mandated training, employees of State agencies participating in the State's Self-Insurance Program through the Office of Risk Management (ORM) shall complete all of the following training:

- **Defensive Driving Training**
 - Shall be completed within thirty (30) days of employment and every three (3) years thereafter.
- **Drug-Free Workplace Awareness**
 - Shall be completed within thirty (30) days of employment and every five (5) years thereafter.
- **Blood Borne Pathogens**
 - Shall be completed within thirty (30) days of employment.
 - Thereafter, the training must be completed:
 - Every five (5) years for “low risk” employees, or
 - Every year for “high risk” employees.
 - Employees are generally considered “high risk” if they:
 - Perform direct patient care activities likely to result in direct or indirect exposure to blood or body fluids;
 - Handle human blood, body fluids, tissues, or organs;
 - Handle equipment, materials or waster that may be contaminated with human blood, body fluids, or OPIMs (Other Potentially Infectious Materials);
 - Routinely administer first aid; or
 - Have potential to be exposed to blood, bodily fluids or OPIMs in their job duties.
 - Employees are generally considered “low risk” if they do not perform any of the above listed activities.

State employees may complete the above noted training courses through [LEO](#).

General Training Requirements for All Local Public Employees & Officials

- **Ethics** – [R.S. 42:1170](#)
 - Public Employees and Elected Officials shall receive at least one (1) hour of ethics training on the Code of Governmental Ethics each calendar year.
 - Newly Elected Officials shall receive ethics training within the first ninety (90) days of office and one (1) hour of training on campaign finance disclosure act during term of office.
 - Political subdivisions shall appoint at least one individual to serve as a Political Subdivision Ethics Liaison.
 - Political Subdivision Ethics Liaisons shall ensure that the employees and officials of their agency are aware of their obligation to obtain annual ethics training and assist their agency is tracking the completion of this training mandate by agency personnel.
 - Political Subdivision Ethics Liaisons shall also disseminate information and updates received from the Board of Ethics to the public servants of their agency.
 - Political Subdivision Ethics Liaisons shall receive two (2) hours of ethics training each year from the Board of Ethics.
 - Ethics Training for public servants of political subdivisions may be received in-person or via the internet, and is subject to the Board of Ethics' promulgated rules and oversight.
 - Public servants of political subdivisions may complete their required Ethics Training online via the [Board of Ethics' website](#).
 - Political Subdivision Ethics Liaisons may proctor prerecorded training materials to the public servants of their agency.
 - Public servants of political subdivisions may receive live training in-person or virtually through Certified Ethics Trainers using materials approved by the Board of Ethics.

- **Preventing Sexual Harassment** – [R.S. 42:343](#)
 - Public Employees and Elected Officials are required to receive at least one (1) hour of training on preventing sexual harassment each calendar year.
 - Supervisors and persons designated by an agency head of a political subdivision to accept or investigate complaints of sexual harassment shall receive additional education and training.

- Training may be received in-person or via the internet through materials approved by the agency head.
 - Agency heads have discretion on the selection of training materials used.
- Political subdivisions shall include the number and percentage of public servants completing the mandated annual training in their Annual Reports required under [R.S. 42:344](#).
- **Cybersecurity Training – [R.S. 42:1267](#)**
 - Public Employees and Elected Officials who have access to the agency’s information technology assets shall receive cybersecurity training as developed by the Department of State Civil Service.
 - New employees or officials shall complete the training within their first thirty (30) days of initial service or employment with the agency.
 - Agency heads shall also ensure that contractors with access to the agency’s IT assets are required to receive cybersecurity training during the term of the contract and during any renewal period.
 - Completion of cybersecurity training shall be included in the terms of the contract.
 - Employees and contractors of political subdivisions may complete their mandated training through their political subdivision utilizing training materials obtained from State Civil Service.
 - These training materials may be obtained by submitting the [CPTP-SCS Cybersecurity Download Request Form](#) to SCSCourseDownload@la.gov.
 - The statute does not mandate a specific period for additional training.
 - State Civil Service has noted that agency heads should provide additional training as they determine is appropriate given their entity’s needs.
 - Agency heads of political subdivisions shall verify and report completion of the cybersecurity training (employees, officials, and contractors) to the Department of State Civil Service.
 - Reports shall be submitted to SCSInfo@la.gov.
 - The initial reporting for 2020 and 2021 shall be submitted to the Director of Civil Service on or before March 31, 2022.
 - Agency heads of political subdivisions shall thereafter annually report², by March 31st, the completion of any cybersecurity training by their employees and/or contractors for the preceding calendar year.

² Pursuant to State Civil Service [General Circular 2020-058](#)

[Additional Training Required for Employees & Officials of Political Subdivisions](#)

[Regional Transit Entities](#)

- **Board Member Training** – [R.S. 48:1501](#)
 - All members of a regional transit entity board shall receive and complete at least six (6) hours of annual training, which shall include training on their duties, responsibilities, ethics, and substance of the position held by such members.
 - Regional transit entity includes each area public transit system and regional public transit authority that administers a public transit system within a metropolitan area and that is created by law as a political subdivision of the State.

[Planning Commissions](#)

- **Board Member Training** – [R.S. 33:103.1](#)
 - All appointed members of parish and municipal planning commissions and appointed members of advisory boards of these commissions shall receive at least four (4) hours of training prior to taking office or within a year of taking office.
 - Training shall concern their duties, responsibilities, ethics, and substance of the position held or to be held.

[Justices of the Peace and Constables](#)

- **Justice of the Peace Training Course** – [R.S. 49:251.1](#)
 - Justice of the Peace and Constable shall attend the first available training course following their taking office and attend at least one of the training courses every other year.
 - Training shall be provided by the Attorney General who shall prescribe the content of the training courses.
 - Additional information concerning this course can be found [here](#).
- **Attorney General's Arrest Warrants Course for Justices of the Peace** – [R.S. 49:251.4](#)
 - Justices of the Peace shall attend the training course prior to having the authority to sign and issue criminal arrest warrants after December 31, 2010.
 - Justices of the Peace shall attend at least one of the training courses every other year.
 - Training shall be provided by the Attorney General who shall prescribe the content of the training courses.
 - Additional information concerning this course can be found [here](#).

Public Schools

- **School Resource Officers** – [R.S. 17:416.9](#)
 - Officers shall be certified by a nationally accredited school resource officer program or a State school resource officer training program certified by the Council on Peace Officer Standards and Training.
 - School Violence Prevention Training Program – [R.S. 40:2404.1](#)

- **Reporting of Child Abuse (Mandated Reporter Training)** – [Ch. Code Art. 603.1](#)
 - “Teaching and Childcare Providers” shall complete an online training course provided by the Department of Children and Family Services (DCFS) annually between June 1st and August 31st.
 - “Teaching and Childcare Providers” are defined in [Ch. Code Art. 603\(17\)\(d\)](#) as, “any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher’s aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home, or other child care institutional staff member...”
 - Information on this training and links to the online training provided by DCFS can be found [here](#).

- **Suicide Prevention “Jason Flatt Act”** – [R.S. 17:437.1](#)
 - All public and approved nonpublic school teachers, school counselors, principals, and other school administrators for whom the training is considered beneficial by BESE shall annually participate in at least two (2) hours of in-service training on suicide prevention.
 - Additional information can be found on the Louisiana Department of Education’s website [here](#).

- **First Aid Training** – [R.S. 17:440.1](#)
 - Each city, parish, and other local public school board shall adopt a policy to require that each school employee who participates in any required in-service training program shall receive first aid orientation and training.

- **Louisiana Department of Education In-Service Training** – [R.S. 17:24.1](#)
 - Each city and parish school system shall designate at least one certified employee for every three thousand students in the system to receive annual training established by the Louisiana Department of Education in order to serve as a certified coordinator.

- **Bullying Training** – [R.S. 17:416.13](#) and Section 1303 of BESE/Louisiana Department of Education [Bulletin 741](#)
 - The governing authority of each public elementary and secondary school shall create a program to provide a minimum of four (4) hours of training for new employees who have contact with students and two (2) hours annually thereafter for all school employees who have contact with students, including bus operators, with respect to bullying.
 - The training shall specifically include the following:
 - How to recognize the behaviors defined as bullying in [R.S. 17:416.13\(C\)](#);
 - How to identify students at each grade level in the employee’s school who are most likely to become victims of bullying, while not excluding any student from protection from bullying;
 - How to use appropriate intervention and remediation techniques and procedures;
 - The procedures by which incidents of bullying are to be reported to school officials; and
 - Information on suicide prevention, including the relationship between suicide risk factors and bullying.
 - Additional information and resources on Bullying Policies and Training can be found [here](#).

- **Adverse Childhood and Trauma-Informed Education In-Service Training** – [R.S. 17:437.2](#)
 - All public and approved nonpublic school teachers, school counselors, principals, and other school administrators for whom the training is considered beneficial by BESE shall annually participate in at least one (1) hour of in-service training on recognizing adverse childhood experiences and the utilization of trauma-informed education.
 - BESE published a Notice of Intent to initiate the rules promulgation process concerning this training in the [February 2022 Louisiana Register](#).

- **Sudden Cardiac Arrest Education –R.S.17:440.2***
 - Each public school nurse, coach, athletic trainer, and athletic director, whether employed or serving as a volunteer, shall complete annually a sudden cardiac arrest education program developed by the state Department of Education.
[*Act 385 of the 2022 Regular Session](#) (effective August 1, 2022).



Public Safety Telecommunicators (911 Operators authorized to provide CPR instructions)

- **Telephone Cardiopulmonary Resuscitation (T-CPR) Training** – [R.S. 40:1133.16](#)
 - Public Safety Telecommunicators shall be trained in T-CPR utilizing training that meets or exceeds nationally recognized emergency cardiovascular care guidelines adopted by the Louisiana Department of Health – Bureau of Emergency Medical Services every two years.
 - Additional information can be found on the [Louisiana Department of Health-Bureau of Emergency Medical Services’ website](#).
 - Current LDH link to T-CPR Training can be found [here](#).
- **Emergency Preparedness** – [R.S. 29:726\(F\)\(2\)*](#)
 - GOHSEP shall provide training to local officials and employees identified by parish presidents pursuant to R.S. 29:728(G) on no less than an annual basis and additional training at the request by any director of a parish office of homeland security and emergency preparedness.
 - The training may be in person or virtual, but virtual training shall require active participation from attendees.

*[Act 526 of the 2022 Regular Session](#) (effective June 16, 2022).

