

TRAINING	FREQUENCY	ADDITIONAL INFORMATION
All Faculty – Required Training		
Annual Notice of Policies/Designated Medical Provider	Annual	REQUIRED TRAININGS FOR ALL FACULTY. Failure to complete these trainings may affect annual salary adjustments. NDSU Policy 129
Baseline Safety	Annual	
Data Privacy	Once	
Equal Opportunity/Title IX	Every 3 years	
FERPA	Annual	
Theft and Fraud plus Code of Conduct	Annual	
Faculty with Supervisory Responsibilities – Required Training		
Equal Opportunity and Title IX Training - Supervisor Supplement	Annual	All individuals who have supervisory duties over a unit (chair, dean, director)
Laboratory Safety Training	Annual	Principal investigators or supervisors
Supervisor Safety Training	Annual	All individuals who supervise another individual
Faculty with Committee or Committee Chair Responsibilities – Required Training		
IACUC	Every 3 years	IACUC chairs and members
Institutional Biosafety	Every 3 years	IBC members
IRB	Every 3 years	IRB committee chairs and members
Promotion, Tenure and Evaluation	Every 3 years	PTE committee chairs
Searching for Excellence	Every 3 years	Academic search committee chairs
Faculty with Travel Responsibilities – Required Training		
Defensive Driving Course	Every 4 years	Employees who drive state fleet vehicles once or more per month
Large Passenger Vehicle Training	Once	Employees driving 11-15 person vehicle
Purchasing Card Training	Annual	Employees needing a p-card for travel and/or research
Faculty with Extension Appointments – Required Form		
Youth Protection Form	Once	Extension appointments
Faculty with Research Responsibilities – Required Training		
Biosafety, rDNA and biohazards	Every 3 years	IBC Researchers
Bloodborne Pathogens	Annual	Researchers who may encounter bloodborne pathogens
Conflict of Interest	Every 4 years	All investigators receiving federal awards
Global Harmonization	Once	Employees who work with hazardous chemicals
Greenhouse Training	Annual	AES Greenhouse users
Hazard Communication	Annual	Employees who work with hazardous materials
Human Subjects	Every 3 years	Contact Research and Creative Activity for more information
Laboratory Safety Training	Annual	Laboratory employees and users
Respirator Training	Annual	Employees who may encounter inhalation hazards
Responsible Conduct of Research	Varies	USDA researchers and NIH training awards
Shipping and Transport, Dual Use Research	As needed	IBC Researchers
Other Miscellaneous Trainings		
Asbestos Awareness	Annual	Employees who may encounter asbestos
Back Safety	Annual	Employees who perform lifting activities
Ergonomics	Annual	Recommended for all employees
Slips, Trips and Falls	Annual	Employee awareness
Optional Trainings		
Community of Respect	Four modules: Cultural and Cultural Diversity; Redefining Diversity; Microaggressions; Confronting Bias	
Gender Equity Ally	Training for those committed to personal action in support of gender equity	
Mental Health First Aid Training	Call the Counseling Center at 231-7671 to register	
Promotion, Tenure and Evaluation	Candidates seeking promotion or tenure and new faculty	
Safe Zone	Three modules: Sex, Sexuality and Allyship; Allyship and Gender Identity and Expression; Upstander	

