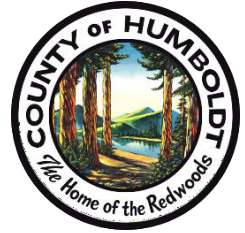


# Mandatory Training for All County Employees



Use the links below and log into your NEOGOV account to complete online trainings. These trainings can also be accessed by signing into your account at [www.NEOGOV.com](http://www.NEOGOV.com) and searching for them in the "Course Catalog".

- **If you are having trouble accessing your NEOGOV account reach out to your department contact by clicking the link below:**
  - [Department LEARN contact list.](#)
- Technical issues should be directed to NEOGOV at 877-204-4442 or [customerSupport@neogov.com](mailto:customerSupport@neogov.com).

## IMPORTANT TIPS FOR ONLINE TRAINING:

- Follow **ALL** of the instructions in every online training. If you do not, you may not receive credit and may have to repeat the training!
- Some online trainings open a second pop-up window. This window **MUST** be left open to keep track of your progress in the training.
- **NEOGOV recommends using the Google Chrome web browser.**
- If you are experiencing technical issues with NEOGOV, try clearing the cookies from your web-browser.

## ONE TIME TRAINING:

[FEMA IS-100](#) - Must be completed within 90 days of hire.

[FEMA IS-200](#) - Must be completed within 90 days of hire.

[FEMA IS-700](#) - Must be completed within 90 days of hire.

[Protection from Wildfire Smoke](#) – Must be completed within 30 days of hire.

[COVID-19 Training](#) – Must be completed within 5 days

## REQUIRED EVERY YEAR:

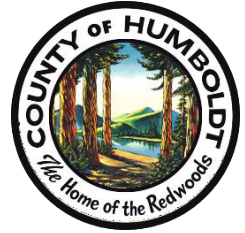
[Workplace Safety](#) – Must be completed within 30 days of hire and annually thereafter

[Cyber Awareness](#) – Must be completed on date of hire and annually thereafter.

## REQUIRED EVERY TWO YEARS

[Ethics](#) – Must be completed within 30 days of hire.

# Mandatory Training for All County Employees



- When completing this course ONLINE, you will be taken to a website outside of NEOGOV to complete the course. You will only be given credit if you complete the course and have your completion certificate, that indicates 2+ hours spent in the course, attached to your NEOGOV profile. This is all explained in detail in NEOGOV and it is vital that you **READ AND FOLLOW ALL OF THE INSTRUCTIONS.**

[Sexual Harassment & Abusive Conduct](#) – Must be completed within 30 days of hire and biennially thereafter.

## **REQUIRED EVERY THREE YEARS**

[Defensive Driving](#) - Must be completed within 30 days of hire and triennially thereafter.

## **REQUIRED EVERY FOUR YEARS**

[Foundations for the Americans with Disabilities Act](#) – Must be completed within 5 days of hire and quadrennially thereafter. When completing this course ONLINE, you will be taken to a website outside of NEOGOV to complete the course. Clicking this link will take you to the course landing page in NeoGOV where you can “Go to Course.” Once you click “Go to Course,” it will take you to an instructional document for how to access the course.

[Americans With Disabilities Act Title II Tutorial \(Optional\)](#) - When completing this course ONLINE, you will be taken to a website outside of NEOGOV to complete the course. When completing this course ONLINE, you will be taken to a website outside of NEOGOV to complete the course. Clicking this link will take you to the course landing page in NeoGOV where you can “Go to Course.” Once you click “Go to Course,” it will take you to an instructional document for how to access the course.

[Americans With Disabilities Act – California Relay Service](#) – Must be completed within 5 days of hire and quadrennially thereafter.

*\*\*ADA related inquiries can be addressed with Deputy CAO and ADA Coordinator Karen Clower at*

*707-476-2383 or via email at [KClower@co.humboldt.ca.us](mailto:KClower@co.humboldt.ca.us) \*\**