

## **NEW HIRE COMPLIANCE and REQUIRED TRAINING COURSE LIST**

***Contact your supervisor prior to scheduling yourself for any training courses below.***

### **The following training courses are required upon hire:**

1. Emergency Action Plan Training  
Contact your supervisor during the first week to attend an Emergency Action Plan Training from your Department Head or Supervisor.
2. Active Shooter: Surviving an Attack (Run, Hide, and Fight Video): You can view the video in your LMS account Safety Learning Management System (called New Jersey County Excess Joint Insurance -Bis trainer) (see page 2 for more information). Upon Hire and once every two years.
3. Fire Extinguisher Safety; Register for live webinar upon Hire and Annual Training. You can locate the safety trainings schedules on [www.njce.org](http://www.njce.org) by clicking on Safety tab, then live webinar instructor led classes link, then click on monthly pdf schedules with hyperlinks for registering.
4. Anti-harassment will be scheduled within the first 90 days of hire: Trainer: Office of Training and Development. The Director of Training and Development will contact you via email during your first 90 days to schedule you for training. Frequency: Every two years after initial training.
5. Hazard Communication Training Upon Hire and Refresher every two years. This course is a live webinar. You can locate the safety trainings schedules on [www.njce.org](http://www.njce.org) by clicking on Safety tab, then live webinar instructor led classes link, then click on monthly pdf schedules with hyperlinks for registering.
6. Protecting Children from Abuse Live Webinar: Frequency: Upon Hire and once only. This course is a live webinar. You can locate the safety trainings schedules on [www.njce.org](http://www.njce.org) by clicking on Safety tab, then live webinar instructor led classes link, then click on monthly pdf schedules with hyperlinks for registering.
7. Knowbe4 Cybersecurity Training; Automatic enrollment by Department of Information Technology Upon Hire. You will receive emails from KnowBe4 upon hire and annually. Frequency: Upon Hire and Annually.
8. Leadership Series (recommended for all new leaders) Trainer: Contact Dr. Hickman, [cindyhi@cumberlandcountynj.gov](mailto:cindyhi@cumberlandcountynj.gov). Frequency: Contact your supervisor or Dr. Hickman if you are interested in leadership training

**Information about our Safety Learning Management System:**

**Public Employees' Occupation Safety and Health (PEOSH) Safety Training**

**Activate your Learning Management Account:**

Safety Learning Management System (New Jersey County Excess Joint Insurance -Bistrainer). You will receive an activation email for your new user account. Once you log in with username and new password, you have access to your transcripts and safety videos for further education.

Your account administrator is responsible for assisting you with the LMS and safety training requirements and registration. See below: *(Contact me directly if your department is not on the list, so I can help):*

Aging and Disability	Lisa Williams	<a href="mailto:lisawi@cumberlandcountynj.gov">lisawi@cumberlandcountynj.gov</a>
Aging- Meals on Wheels	Kirsten Gandy	<a href="mailto:kirstenga@cumberlandcountynj.gov">kirstenga@cumberlandcountynj.gov</a>
CATS	Susan Sauro	<a href="mailto:susansa@cumberlandcountynj.gov">susansa@cumberlandcountynj.gov</a>
Health	Noah Hetzell	<a href="mailto:nhetzell@ccdohnj.gov">nhetzell@ccdohnj.gov</a>
Public Works and Property	Region 3 Jayme Hyson Mosquito Div	<a href="mailto:jaymehy@cumberlandcountynj.gov">jaymehy@cumberlandcountynj.gov</a> <a href="mailto:heatherlo@cumberlandcountynj.gov">heatherlo@cumberlandcountynj.gov</a>
Prosecutor's Office	Frank Sabella	<a href="mailto:franksa@cumberlandcountynj.gov">franksa@cumberlandcountynj.gov</a>
DOSS	Melinda Garrison	<a href="mailto:melindaga@cumberlandcountynj.gov">melindaga@cumberlandcountynj.gov</a>
Human Services	Sharon Mewborn	<a href="mailto:sharonme@cumberlandcountynj.gov">sharonme@cumberlandcountynj.gov</a>
Veterans Affairs	Nikki Kaskabas	<a href="mailto:nikkika@cumberlandcountynj.gov">nikkika@cumberlandcountynj.gov</a>
Dawn Bowen	911	<a href="mailto:dawnbo@cumberlandcountynj.gov">dawnbo@cumberlandcountynj.gov</a>
Omnibus Drivers	Kate Speck	<a href="mailto:kspeck@ccoel.org">kspeck@ccoel.org</a>

**Trainings Topics:** Your requirements are listed on the PEOSH website according to your workplace setting: [Department of Health | Workplace Health and Safety | PEOSH Standards for Specific Work Settings.](#)

**The Office of Training and Development** will send you monthly email reminders to register for your minimum requirements.

**Training Location:** All safety training courses are live webinars. You can locate the safety trainings schedules on [www.njce.org](http://www.njce.org) by clicking on Safety tab, then live webinar instructor led classes link, then click on monthly pdf schedules with hyperlinks for registering.

**Frequency:** Frequency varies depending on topic.

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