

Saint Mary's College of California

California state law (SB 778) and college policy require any temporary employee to complete mandated training within 30 days of their start date, OR BEFORE working a total of 100 hours, whichever comes first. Temporary, NON SUPERVISOR employees should follow the process below as soon as practical.

This is a 1 hour module and MUST be completed in one sitting. It will not save.

1-Go to:

<https://www.dfeh.ca.gov/shpt/>

2-complete the NONSUPERVISORY module.

Supervisors: Please contact Cynthia Cooke St. Ange cec22@stmarys-ca.edu

3-At the end of training SAVE the Certificate of Completion.

4-Send an electronic copy of the certificate to cec22@stmarys-ca.edu

5-Save a copy of the certificate. It will be valid for 2 years for any employment in the state.