# Training Topics Offered by IAMU

**PLEASE BE AWARE CREDIT FOR CEU CLASSES WILL BE BASED ON ACTUAL CONTACT HOURS ONLY**

## Asbestos Awareness
Personnel who perform assigned work around asbestos containing materials, but who (1) are not engaged in asbestos abatement or clean-up activities, asbestos manufacturing processes or automotive brake and clutch repair, (2) do not handle or use asbestos containing materials and/or (3) are not exposed to airborne asbestos levels at or above exposure limits promulgated by the Occupational Safety and Health Administration.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees with exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initial awareness and refresher as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

## Backhoe Safety
Review and discuss the use of backhoe safe practices and procedures to eliminate and control hazards. Discussion will include inspection, moving and operating, excavating and loading procedures, as well as working around a backhoe.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees that work with or operate a backhoe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Every 2 years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WD and WW only)</td>
</tr>
</tbody>
</table>

## Bloodborne Pathogens
Addressing the dangers of Bloodborne Pathogens and Exposure Control Plan requirements regarding employee risk and hazard control. Post-exposure procedures discussed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for those covered under the Exposure Control Plan</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 Non-Safety CEU Credit Hours available every two years (Good for WW only)</td>
</tr>
</tbody>
</table>

## Bucket Truck Rescue for City Crews
Hands-on practice regarding the rescue of an injured person from a bucket truck, setting outriggers, fall protection, safe truck operation, and surrounding hazard recognition. City crews and personnel that use a bucket truck for changing street lights, setting seasonal decorations / banners on utility poles or other structures and tree trimming.

*Participants are encouraged to bring their bucket trucks so that training can be provided on the truck used by their utility.*

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees that work with or operate a bucket truck; Limit: 20 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 4-Hours</td>
</tr>
<tr>
<td>What to Bring:</td>
<td>Hardhat, safety glasses, leather gloves, harness &amp; retractable device, bucket truck</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
### Chainsaw / Brush Cutter Safety
Awareness on the hazards associated with chainsaw operation and felling techniques. Additional subject matter includes grounds keeping, tree trimming, bugs & critters.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees working with chainsaws or brush cutters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Chains, Slings, Below the Hook Devices
How to evaluate chains, slings and below the hook devices. If available, on-site material will be inspected and participants will be given the opportunity to practice evaluation skills.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees handling material with a lifting device</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available <em>(Good for WT, WD and WW)</em></td>
</tr>
</tbody>
</table>

### Chlorine Safety
Address how to work safely with different forms of chlorine.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees handling chlorine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available every two years <em>(Good for WT, WD and WW)</em></td>
</tr>
</tbody>
</table>

### Confined Space ( Permit Required) -- Basic
Address identifying, assessing and controlling the hazards found in confined spaces.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees exposed to confined spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available <em>(Good for WT, WD and WW)</em></td>
</tr>
</tbody>
</table>

### CPR, AED, First Aid
Training for Adult CPR, First Aid, along with how to use an AED. First approx. 3 hours cover CPR and AED / Last 1 hours cover First-Aid. The certification is good for two years.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees that need to be certified in CPR and First Aid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 4-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>CPR and First Aid REQUIRED every 2 years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>CPR card to be issued</td>
</tr>
</tbody>
</table>
**Certified Crane (mobile & lattice) & Rigging & Signalperson**
IAMU is a NCCER accredited Assessment Center. NCCER Certification is offered in mobile and lattice cranes, rigging and signalperson. Here is the list of the various crane training offered:

- Certified Mobile Crane Operator Course
- Certified Basic Rigger
- Certified Intermediate Rigger
- Certified Advanced Rigger
- Certified Signalperson
- Qualified Overhead Crane/Hoist Operator and Qualified Rigger

Who Should Attend? Call IAMU to determine your need for certification

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**Overhead Crane and Hoist (Qualified Operator)**
Course designed for overhead crane operators in accordance with ASME B30.2, Overhead and Gantry Cranes and OSHA 1910.179; both standards require that only qualified personnel operate lifting and rigging equipment. Operators are provided with information concerning crane operations, crane inspection and maintenance, and rigging operations. Qualified operators will be required to pass an exam and practical assessment.

Who Should Attend? Call IAMU to determine your need for certification

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**Crane Signalperson Requirements**
Covers the twenty (20) requirements in 29 CFR 1926.1428, OSHA’s Signalperson Qualifications standard and discuss the proper application of the hand signals covered in ANSI B20.5. It will also provide information regarding the importance of crane inspections.

Who Should Attend? Call IAMU to determine your need for certification

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**Defensive Driving**
Emphasis on what to look for while you are driving and review important defensive driving procedures.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

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**Diversity in the Workplace**
Addresses the unique skills and abilities of all people within the workplace.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED As needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

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**Dog Bite Awareness**
Teaches employees how to prevent one of the most common work hazards as well as lost time due to injuries incurred. Participants will learn what to do when entering yards, what to do if approached by a dog who may attack and what to do if attacked or bitten. Information will also be provided on what makes dogs aggressive and how to use protective devices.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees required to enter customers’ yards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED As needed for meter readers and all personnel needing access to enclosed areas</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
## Drug & Alcohol Employee/Supervisor Training
Addresses the effects of drugs and alcohol on the body, how to know if someone is on drugs, and give suggestions as to what an individual can do about it.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees involved with CDLs and Gas Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially, then recommended every two years for gas supervisors &amp; operators and CDL supervisors &amp; drivers</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

## Electric Safety (Basic) & Arc Flash Protection
This session is designed for the everyday user of electricity. Topics covered include the difference between “Qualified” and “Unqualified” Employees, how to find electrical hazards and identify common violations, the appropriate use of extension cords and how to conduct a visual inspection of cords. Arc flash awareness is also addressed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees (not intended for high-voltage exposure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>What to Bring:</td>
<td>Arc flash helmet &amp; face shield, FR/AR clothing</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WT, WD and WW)</td>
</tr>
</tbody>
</table>

## Electric Safety: Arc Flash – NFPA 70E Qualified Employees
This session is primarily intended for employees who work on or near exposed live electrical parts operating at 50V or more. Topics covered include the recognition of electrical hazards (including arc flash), evaluation criteria for the electrically qualified worker, the connection between OSHA and NFPA 70E and OSHA’s Electrical Safety Related Work Practices. The basic elements of an Electrical Safety Program are also discussed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Qualified electrical workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Every three years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

## Electric Safety: Electric Power Generation, Transmission & Distribution (OSHA 269)
Outlines the OSHA 269 STANDARDS and will inform you on all the written programs that are needed to comply with this standard.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Electric utility employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 6-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

## Electric Safety: High Voltage Lockout-Tagout and Switching Procedures & Personal Protective Equipment
Covers working on energized equipment with live line tools. Additionally, load break elbow operation, approved tools, underground & overhead switching procedures, safe work practices in substations and operating enclosed circuit breakers, and air brake switch maintenance. Plus, an explanation of Arc Flash categories and review the requirements of the 2018 NFPA-required arc hazard assessment to determine employee exposure and proper clothing systems. Emphasis on high voltage hazards including the selection, care, inspection and maintenance of applicable, required PPE.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Electric utility employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 3-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Annually</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
### Electric Safety: Pole Top & Bucket Rescue
Provides instruction and hands-on practice regarding the different methods of safe rescue from a pole or bucket truck. This session will include fall protection, review bucket truck safety, recognizing hazards, and methods to insured a safe rescue. *Participants are encouraged to bring their bucket trucks so that training can be provided on the truck used by their utility.*

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Electric utility employees; Limit: 15 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 6-Hours</td>
</tr>
<tr>
<td>What to Bring</td>
<td>Hardhat, safety glasses, pole climbing gear, leather gloves, harness &amp; retractable device, bucket truck</td>
</tr>
<tr>
<td>Requirement</td>
<td>RECOMMENDED Annually</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Electric Safety: Safe Wooden Pole Handling & Hazards of Cell Phone Usage
Teaches the proper method to safely load, transport and install new poles and pole replacement near energized conductors. Safe operation of digger derrick trucks and hand signals will be reviewed. Class will also demonstrate the dangers of cell phone usage on the jobsite, while driving and the liability issues caused by accidents, as well as the importance of complete concentration while working under certain conditions.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Electric utility employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 3-Hours</td>
</tr>
<tr>
<td>Requirement</td>
<td>RECOMMENDED Annually</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Emergency Preparedness
Discusses how to plan for the disasters that might occur, will cover Emergency Action Plan and Fire Prevention Plan.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 2-Hour</td>
</tr>
<tr>
<td>Requirement</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>2 CEU Credit Hours available <em>(Good for WT, WD and WW)</em></td>
</tr>
</tbody>
</table>

### Ergonomics (Back Power, Strains and Sprains)
Looks at the problems of over-exertion and other injuries caused by repetitive motion. The course will focus on proper field and office ergonomics, as well as musculoskeletal disorders that occur in the workplace.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement</td>
<td>RECOMMENDED New employee and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Fall Protection, Competent Person Requirements
Requirements for competent persons to understand the nature of fall hazards and protective measures to follow to prevent falls from heights. The components of a rescue plan are also discussed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees designed by management as the Competent Person in fall protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement</td>
<td>REQUIRED every 3 years</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
### Fall Protection
Covers typical fall hazards and practical solutions. Learn how to properly calculate fall distances, inspect and don harnesses and connecting devices. Rescue plan elements discussed. If available, it is highly recommended students bring their own harness for inspection and donning.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees who work at heights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard or lift type, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Fire Safety & Fire Protection
Addresses the proper use and selection of fire extinguishers as well as the elements required for a fire to occur and how to prevent them. This session will also address establishing safe exit routes and proper handling / storage of flammables.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and at least annually thereafter or a change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Fire Extinguisher Safety & Fire Protection
Addresses the proper use and selection of fire extinguishers as well as the elements required for a fire to occur and how to prevent them. This session will also address establishing safe exit routes and proper handling / storage of flammables.

*Utility will supply area to conduct hands-on training. Also need access to 100+ psi air compressor and fully charged propane tank (i.e., BBQ size).*

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and at least annually thereafter or a change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Flagger Safety
Covers all DOT, plus MUTCD, flagger rules when working in the right-of-way.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees conducting flagger responsibilities for the work zone right-a-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Flagger card to be issued</td>
</tr>
</tbody>
</table>

### Forklift Operator and Driving Assessment
Reviews appropriate operating procedures and other safety measures that will protect employees and meet current OSHA requirements. This site-specific Forklift training consists of classroom and practical evaluation.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees that operate forklifts. New employees must have this training before operating a forklift without supervision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 4-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initial classroom and driving assessment, then driving assessment every three years or for cause</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Forklift card to be issued</td>
</tr>
</tbody>
</table>
Harassment (Sexual and Other Types) and Title VI
Addresses proper communication between genders in the workplace. Harassment is not just about sex anymore and this class will instruct participants how to protect themselves from all harassment situations and proper ways to report incidents. This class will also cover Civil Rights Act, Title VI requirements.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Harassment Requirement:</td>
<td>RECOMMENDED As needed (Best Practice)</td>
</tr>
<tr>
<td>Title VI Requirement:</td>
<td>REQUIRED initially then retaining per company policy</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Hazard Communication (Right to Know)
Addresses basic information you need to know about chemicals in the workplace plus the hazardous effects of chemicals, how to handle them and the first aid needed if you become over-exposed. Includes the Global Harmonization Standard (GHS).

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and annual refresher – this depends on level of response by employer</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WT, WD and WW)</td>
</tr>
</tbody>
</table>

HAZWOPER Awareness
Help employees understand what hazardous substances are and the risks in an incident, what the potential outcome could be for a hazardous substance emergency, recognizing the presence of and identifying hazardous substances, emergency response and the importance of contacting additional resources.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees needing First Responder Awareness Level who may witness or discover a hazardous substance release and who would take no action beyond notification of the proper authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for oil handlers</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Hearing Conservation – Awareness
Addresses the importance of assessing potential noise hazards in work areas and emphasizing the importance of wearing hearing protection.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees in a hearing conservation program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for those in a hearing conservation program; recommended every 2 years for others</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Hearing Baseline or Annual Tests
A baseline or annual hearing test. *Hearing test fees of $33 per person billed to the city/utility; depending upon contract with IAMU.*

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees needing a baseline or annual hearing test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Varies</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for those in a hearing conservation program</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
### Housekeeping
Learn how to organize and keep work and storage areas clean.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Lab Safety
Addresses how to properly store and stage toxic chemicals, fume hood use and maintenance, basic chemical hygiene, spill clean-up and personal protective equipment.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees working in a lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED initially every 3 years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>2 CEU Credit Hours available every two years (Good for WT and WW)</td>
</tr>
</tbody>
</table>

### Ladder Safety
A review and discussion of the proper use, maintenance and inspection of portable and fixed ladders.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED New employee and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

### Lockout/Tagout (Awareness)
Discusses servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could harm employees. Establish minimum performance requirements for the control of such hazardous energy.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees working with equipment that has energy sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found. Annual review of each authorized employee</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WT, WD and WW)</td>
</tr>
</tbody>
</table>

### Material Handling & Storage
Focuses on people with jobs that require handling material – manually or otherwise. Importance of proper storage and critical injury risk factors will be addressed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED Initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>
Mock OSHA Walkthrough
A representative should be designated to accompany the instructor during the walkthrough of all facilities (as time allows). The instructor will make an informal inspection for possible safety issues and OSHA violations. The representative should prioritize the order in which facilities are evaluated to make best use of time. Any time leftover will be used to review safety programs. Following the walkthrough, a written report will be generated and returned for your review and will cover any phone calls for technical assistance afterward.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Host city employee(s) responsible for the development and upkeep of the written programs. This is not an employee training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 2-4-Hours, Depending upon size of entity</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Report to be generated and sent to member</td>
</tr>
</tbody>
</table>

OSHA Noise Survey
Sampling will be conducted to assess the level of noise exposure in the workplace. We will identify tasks and equipment that put your employees at risk of hearing loss and determine corrective actions. Please designate an employee to accompany our Safety Specialist on the visit. A written report of the equipment and areas sampled, the findings and our recommendations will be provided.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Department managers for the LISTED location.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Approx. 2-4-Hours, Depending on size of entity</td>
</tr>
<tr>
<td>CEU Credit Hours</td>
<td>NOT AVAILABLE; This is not an employee training.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>A report to be generated and sent to member</td>
</tr>
</tbody>
</table>

OSHA 10-hour Construction
This course is designed for construction workers as an ideal orientation to those who are new to the industry and as a reminder those who have been working in the industry to the hazards associated with their work.

<table>
<thead>
<tr>
<th>Length</th>
<th>10-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU Credit Hours</td>
<td>You will receive a laminated official Department of Labor (DOL) card in the mail.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Call IAMU to determine need and set up a class</td>
</tr>
</tbody>
</table>

OSHA 30-hour Construction
The course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on safety compliance issues.

<table>
<thead>
<tr>
<th>Length</th>
<th>30-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU Credit Hours</td>
<td>You will receive a laminated official Department of Labor (DOL) card in the mail.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Call IAMU to determine need and set up a class</td>
</tr>
</tbody>
</table>

OSHA 10-hour General Industry
The 10-hour Outreach program is intended to provide a variety of training on General Industry safety and health to entry-level workers.

<table>
<thead>
<tr>
<th>Length</th>
<th>10-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU Credit Hours</td>
<td>You will receive a laminated official Department of Labor (DOL) card in the mail.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Call IAMU to determine need and set up a class</td>
</tr>
</tbody>
</table>

OSHA 30-hour General Industry
The course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors and field supervisors, the program provides complete information on OSHA compliance issues.

<table>
<thead>
<tr>
<th>Length</th>
<th>30-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU Credit Hours</td>
<td>You will receive a laminated official Department of Labor (DOL) card in the mail.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>Call IAMU to determine need and set up a class</td>
</tr>
</tbody>
</table>
OSHA Recordkeeping Audit & Program Review
The visit will focus on the review of records and required regulatory programs.
In addition, any remaining time will be spent providing a one-on-one Safety Program Analysis.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>City employee(s) responsible for the development and upkeep of the written programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-4-Hours depending on size of the entity</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available. This is not an employee training.</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>A report to be generated and sent to member</td>
</tr>
</tbody>
</table>

Personal Protective Equipment
Provides training and information on the selection, use, care and limitations of PPE.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WT, WD and WW)</td>
</tr>
</tbody>
</table>

Recognition of Workplace Safety & Health Hazards
Attendees will identify; common workplace hazards and the potential outcome of exposure to the hazard(s), and preventive and corrective measures to mitigate or abate the hazard. Discuss the employer’s duties to complete and maintain OSHA required Hazard Assessment and its use in determining Personal Protective Equipment.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED For new employees and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Respiratory Protection – Awareness
Addresses proper selection and use of a respirator as well as when a respirator is needed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees using a respirator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for those wearing respirators</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available (Good for WT and WW only)</td>
</tr>
</tbody>
</table>

Respiratory Clearance Fit Tests
Respiratory Clearance Fit Tests will be available to all employees at $25 per person billed to the city/utility; depending upon contract with IAMU.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees needing to have their respirator(s) tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED annually for those required to wear respirators. Participants must bring their respirator with a particulate filter (HEPA). This test is only for air purifying respirators. Dust-mask filtering face piece respirators, used in compliance of the silica standard, must also be fit tested. Those with supplied air respirators and self-contained breathing apparatus (SCBA) will need to make alternative arrangements for fit testing. The host city must supply a fit testing area separate from the training area to conduct the fit test (because of the irritant smoke).</td>
</tr>
<tr>
<td>What to Bring:</td>
<td>Respirator(s)</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Rigging
This session will address the safe use of slings, rigging hardware and lifting devices and includes standard hand & voice signals. Procedures & regulations for working with cranes near overhead power lines will also be covered.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Call IAMU to determine your need for certification or qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td></td>
</tr>
<tr>
<td>Requirement:</td>
<td></td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td></td>
</tr>
<tr>
<td>Safety Orientation - New Employee Orientation (For All)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>This 2-hour meeting is suitable for newly hired employees; full or part-time, temporary or permanent. The session discusses each notice required under both federal and Iowa labor laws, Title 6 and 7 of the Civil Rights Act of 1964 and the purpose of OSHA, the OSHA regulations and their recordkeeping standard. Basic safety and health information, such as personal protective equipment, hazard communication, permit-required spaces, lockout/tagout, ladders and other walking/working surfaces and electrical safety is also covered.</td>
<td></td>
</tr>
<tr>
<td><strong>Who Should Attend?</strong></td>
<td>All new and seasonal employees</td>
</tr>
<tr>
<td><strong>Length:</strong></td>
<td>Approx. 2-Hours</td>
</tr>
<tr>
<td><strong>Requirement:</strong></td>
<td>REQUIRED as needed for new and seasonal employees</td>
</tr>
<tr>
<td><strong>CEU Credit Hours:</strong></td>
<td>CEU Credit Hours not available</td>
</tr>
<tr>
<td><strong>Pre-Recorded Webinar:</strong></td>
<td>Available only on IAMU’s members only side of the website</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Orientation (Grounds Keeping Safety)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This 2-hour meeting is geared toward the recognition of hazardous exposures in the grounds keeping industry. Topics covered include powered tool and equipment hazards; poisonous plants, animals and insects; hearing conservation and personal protective equipment and heat-related illnesses.</td>
</tr>
<tr>
<td><strong>Who Should Attend?</strong></td>
</tr>
<tr>
<td><strong>Length:</strong></td>
</tr>
<tr>
<td><strong>Requirement:</strong></td>
</tr>
<tr>
<td><strong>CEU Credit Hours:</strong></td>
</tr>
<tr>
<td><strong>Pre-Recorded Webinar:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Orientation (Pool &amp; Recreational Center Safety)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The topics covered in this 1½ hour session are geared toward work exposures in the pool and recreational centers. Discussed are ways to recognize the dangers of heat and sun exposures, waterborne illnesses, and symptoms of allergic reactions to insects, chemical safety, and the importance of staying alert to working conditions.</td>
</tr>
<tr>
<td><strong>Who Should Attend?</strong></td>
</tr>
<tr>
<td><strong>Length:</strong></td>
</tr>
<tr>
<td><strong>Requirement:</strong></td>
</tr>
<tr>
<td><strong>CEU Credit Hours:</strong></td>
</tr>
<tr>
<td><strong>Pre-Recorded Webinar:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Orientation (Office Safety)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This 1-hour meeting shares office safety tips including ladder/step stool use; ergonomics, stretches and proper handling of materials; slip and trip hazards and safe walking paths; and, proper housekeeping. Emergency action plans and coverage of workplace harassment/violence is also covered.</td>
</tr>
<tr>
<td><strong>Who Should Attend?</strong></td>
</tr>
<tr>
<td><strong>Length:</strong></td>
</tr>
<tr>
<td><strong>Requirement:</strong></td>
</tr>
<tr>
<td><strong>CEU Credit Hours:</strong></td>
</tr>
<tr>
<td><strong>Pre-Recorded Webinar:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scaffolding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covers general scaffolding safety. It will include assembly of frame scaffolding, rolling scaffolding, tube and coupler scaffolding. Class will also cover OSHA training requirements for assembly and use.</td>
</tr>
<tr>
<td><strong>Who Should Attend?</strong></td>
</tr>
</tbody>
</table>
Securing Loads for Transport
Looks at the hazards associated transporting materials on vehicle beds.
The course also describes the hazards, tools and methods to ensure loads will be transported to their destination safely.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED As needed for all employees using work vehicles.</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Silica / Concrete Safety
Review of hazards associated with concrete and the hazards of respirable silica while working with concrete during pouring, finishing, cutting operations or breaking up of old concrete for disposal. It will discuss the hazards of concrete work, how to protect employees from those hazards and proper PPE to be used. There will be emphasis on the updated respirable crystalline silica standard, employee protection from this hazard and measures to control this silica hazard.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees that have concrete exposure and those to designated as competent persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED Initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Skid Loader / End Loader Operator Training
Review of appropriate operating procedures and other safety measures that will protect employees and meet current OSHA requirements.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees operating skid loaders and end loaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Tool Safety – Hand & Power
Teaches employees important safety practices to reduce accidents and injuries on the job. Inspecting, maintaining, proper guarding, and hazards associated with each tool and power source will be covered. Numerous tools will be shown including hammers, wrenches, saws, hydraulic, pneumatic and electric tools. Also, the class will address the requirements of proper machine guarding.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees that work with tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

Trenching & Shoring – Awareness
Addresses the protection systems and evaluating the dangers of the trench.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees working at an excavation site (not competent person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>1 CEU Credit Hours available <em>(Good for WD and WW only)</em></td>
</tr>
</tbody>
</table>
**Trenching & Shoring – Competent Person**
Address soil classification, protection systems and evaluating the dangers of the trench.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>The individuals responsible for the control of the excavation job &amp; other employees working at an excavation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 3-Hours</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>3 CEU Credit Hours available  (Good for WD and WW only)</td>
</tr>
<tr>
<td>Note to Instructor</td>
<td>T/S card to be issued</td>
</tr>
</tbody>
</table>

**Violence in the Workplace**
Helps the employee cope with the irate person and suggest ways to assess and handle a volatile situation. Discusses ways to protect yourself in this type of emergency.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED For new employees and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

**Walking-Working Surfaces**
A review and discussion of safe walking & working surfaces and the proper use, maintenance and inspection of portable and fixed ladders. The class also addresses recognition of and protection from fall hazards.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED New employee and as needed</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

**Welding, Cutting & Brazing**
Reviews the welding, cutting and brazing regulations of OSHA. Safe practices, safety rules, compressed gas storage and handling, and personnel protective equipment will be addressed.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>Employees that weld</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>REQUIRED initially and change in employee duties, introduction of a new hazard, change in procedures or deficiency in knowledge found</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

**Winter Driving Review**
Reviews important winter driving conditions including an opportunity for discussion about winter driving techniques, equipment readiness and response to weather extremes and road conditions.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 1-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Every two years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>

**Work Zone Safety (Traffic Control)**
Addresses how to protect employees from traffic while working on or near the streets and roads.

<table>
<thead>
<tr>
<th>Who Should Attend?</th>
<th>All employees working in the right-of-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Approx. 2-Hour</td>
</tr>
<tr>
<td>Requirement:</td>
<td>RECOMMENDED Every two years</td>
</tr>
<tr>
<td>CEU Credit Hours:</td>
<td>CEU Credit Hours not available</td>
</tr>
</tbody>
</table>