

## Job Aid: Special Training Codes

Special training codes are entered at the position level to identify compliance training needs that cannot be determined by other criteria in the UC Learning Center (e.g., job, organization, supervisory status, etc.).

This job aid lists the special training codes, how those codes are defined, and compliance program owners.

**Navigation:** Workforce Administration (Homepage) > Position Management (Tile) > Add/Update Position (Folder) > Add/Update Position Info (Page) > **UC Position Data (Tab)**

### Special Training Code Table

- Note:** You can add up to 10 codes in any applicable combination

Special Training Code	Description	Definition	Contact
S	<b>NonHEERA Sup: SHP Sup Trng Req</b> <i>(Formerly SHP Required)</i>	Identifies non-HEERA supervisors who are required to complete the supervisor version of sexual harassment training. Examples include employees who supervise students in a lab or who supervise volunteers.	<a href="#">Local Title IX Office</a>
E	<b>HEERA Sup: SHP Sup Trng Exempt</b> <i>(Formerly SHP Exempt)</i>	Identifies HEERA supervisors who are <b>not required</b> to complete the supervisor version of sexual harassment training and may be assigned a non-supervisor version instead.	<a href="#">Local Title IX Office</a>
R	<b>NSF RCR Required</b>	Identifies all undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel on research projects supported by National Science Foundation awards.	<a href="#">Local Research Administration Office</a>

## Job Aid: Special Training Codes

Special Training Code	Description	Definition	Contact
L	Clery Act CSA Trng Req	Identifies Campus Security Authorities (CSA), including individuals responsible for campus security, individuals to which students and employees should report criminal offenses, or individuals with significant responsibility for student and campus activities. Examples include campus police and security, resident advisors, and the Title IX coordinator.	<a href="#">Local Clery Office</a>
F	Form 700 Flrs – COIDO Trng Req	Identifies Designated Officials who are individuals in positions that make decisions or participate in the decision-making, which may have a material effect on their personal financial interests.	<a href="#">Location Conflict of Interest Coordinators</a>
M	CANRA Mandated Report Trng Req	Identifies Mandated Reporters who are individuals whose duties bring them into contact with children regularly or who supervise staff whose duties bring them into contact with children regularly. Examples include healthcare professionals, coaches, daycare workers, youth recreation staff, and specific human resources staff.	<a href="#">Location Risk Management Office</a>
G	ECB Researcher Trng Req	Identifies researchers who are paid a dollar or more on research funding.	<a href="#">Local Research Administration Office</a>

### Note:

- **POSN Mass Add Special Training Code BRD Template:** If a mass update is needed to add special training codes to position records, submit the [POSN Mass Add Special Training Code BRD Template](#) through a JIRA configuration change request.