

MANDATORY COMPLIANCE TRAINING

Supervisors and Employees are required to complete **Compliance Training** before the end of their New Hire Probationary Period and certificates must be renewed every two years from May through June. Each group has specific video training that must be completed. Establish a time approved by your Supervisor to complete the training during your work day or contact Human Resources to provide assistance and set up time in a computer lab by calling 706-868-3300.

- Go to www.theEAP.com and select **Employee/Family Login** on the upper right side of the screen
- If you have registered before, enter your **Username** and **Password** and click **Sign In**
- If you have never registered on this site, select **REGISTER**. Create a username, type **Columbia County of Georgia** for Organization Name, create a password and answer a security question. Click **Register**. The system should automatically log you in after registering.
- Select **Training Center**, then **New & Improved Compliance Trainings!**
- Select **HR Compliance** under Browse Topics. All courses will be found here **EXCEPT DOT: Reasonable Suspicion of Drug and Alcohol Abuse**. That course can be found by selecting **Workplace Safety** under Browse Topics.
- To locate the required courses, either use the **Sort** feature to alphabetize the courses *or* type the course name in the **Search** field. Select the required course and follow the instructions. These are video trainings that require a test. **Questions must be answered correctly to receive credit for taking the online training**. You must get 80% to pass the test and print a Certificate of Completion.
 - **NOTE:** Ensure that you click on the Certificate/Diploma at the end of the training and print your certificate. Clicking on the certificate is the means that *systematically* records that you have **completed** the training online.
 - Validation that you have successfully completed a course? When you are logged into the www.theeap.com home page – Click on **“My History”** at the very top right of www.theeap.com home page. Using the **History** tab, locate the course you’re looking for. Click on the course title and if you successfully completed it, you should have the option to **“Print Your Certificate”**. If you have trouble locating the course in the History tab, you may need to scroll down through the months of activity to locate it. If you still don’t see a course listed here, you have not successfully been logged as completing the course.
 - **SEND A COPY OF YOUR COMPLETED CERTIFICATE FOR EACH REQUIRED COURSE TO HUMAN RESOURCES SO THIS INFORMATION CAN BE ENTERED IN YOUR EMPLOYEE PROFILE.**

REQUIRED VIDEO TRAINING COURSES FOR SUPERVISORS

DOT: Reasonable Suspicion of Drug and Alcohol Abuse (Only Transit and Safety Sensitive Supervisors)

Dealing with Drug and Alcohol Abuse (for Employees)

Dealing with Drug and Alcohol Abuse (for Managers and Supervisors)

Getting Real About Workplace Violence (Part 1 of 2): Awareness and Prevention

Getting Real About Workplace Violence (Part 2 of 2): Extreme Violence Response

Culture of Civility: Creating a Harassment-Free Workplace

Culture of Civility: Creating a Harassment-Free Workplace – Supervisors

As Simple As Respect: Diversity, Respect and Inclusion in the Workplace

The Interviewing Process

REQUIRED VIDEO TRAINING COURSES FOR EMPLOYEES

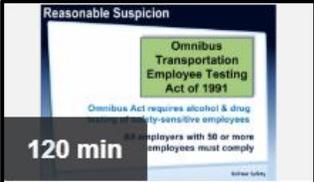
DOT: Reasonable Suspicion of Drug and Alcohol Abuse (Only Transit and Safety Sensitive Employees)

Dealing with Drug and Alcohol Abuse (for Employees)

Getting Real About Workplace Violence (Part 1 of 2): Awareness and Prevention

Culture of Civility: Creating a Harassment-Free Workplace

Note: The images below are provided for reference when trying to locate the courses on the EAP website. These are not links to the courses. You must register and login prior to accessing them.



Reasonable Suspicion

Omnibus Transportation Employee Testing Act of 1991

Omnibus Act requires alcohol & drug testing for safety-sensitive employees

All employers with 50 or more employees must comply

120 min

DOT: Reasonable Suspicion of Drug and Alcohol Abuse

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16 min

Dealing With Drug and Alcohol Abuse (for Employees)



17 min

Dealing With Drug and Alcohol Abuse (for Managers and Supervisors)



12 min

Getting Real About Workplace Violence (Part 1 of 2): Awareness and Prevention



8 min

Getting Real About Workplace Violence (Part 2 of 2): Extreme Violence Response



Culture of Civility

48 min

Culture of Civility: Creating a Harassment-Free Workplace



Culture of Civility

108 min

Culture of Civility: Creating a Harassment-Free Workplace - Supervisors



25 min

As Simple As Respect: Diversity, Respect, and Inclusion in the Workplace



The Interviewing Process

46 min

The Interviewing Process