



STATE CIVIL SERVICE

Preventing Sexual Harassment Course Request Form

ACT 270 of the 2018 Legislative Session requires all state employees to complete one hour of training annually on preventing sexual harassment. Supervisors are required to take an additional hour of training on this topic. State Civil Service (SCS) provides Preventing Sexual Harassment for All Employees (1 hour) and Preventing Sexual Harassment for Supervisors (1 hour) to meet these requirements. We have also created an optional course, Investigations, for additional information.

Note: We do not provide open links to training courses nor can we provide training materials for private organizations. These courses can be made available to state and municipal government entities, boards, etc. upon request.

Name: _____

Email: _____

Phone: _____

Organization: _____

Your role in the organization: _____

Estimated number of employees to be trained: _____

Which course(s) are you requesting? (Select all that apply.)

- Preventing Sexual Harassment 2022 (Fulfills ACT 270 requirement for all public employees)
- Preventing Sexual Harassment for Supervisors 2022 (Fulfills ACT 270 requirement for supervisor training)
- Investigations (Optional)

How do you intend to distribute/host training for your employees? (Select all that apply.)

- Group Setting/Instructor-led (Instructor-led version recommended)
- Intranet/Local Network/Shared Drive/Private Site (CD-ROM version recommended)
- Individual Computers/External Storage Device/USB Drive (CD-ROM version recommended)
- Learning Management System (ex. Moodle, Blackboard,- Consult with LMS manager to determine correct SCORM version)

Which published version(s) of *Preventing Sexual Harassment* are you requesting to download?
(Select all that apply.)

CD-ROM SCORM 1.2 SCORM 2004 Instructor-led MAC

Which published version(s) of *Preventing Sexual Harassment for Supervisors* are you requesting to download? (Select all that apply.)

CD-ROM SCORM 1.2 SCORM 2004 MAC Instructor-led

Which published version(s) of *Investigations* are you requesting to download?
(Select all that apply.)

CD-ROM SCORM 1.2 SCORM 2004 MAC

How did you find out about our training materials?

I hereby understand that I may not make any training materials produced or received by State Civil Service or the Comprehensive Public Training Program available for public consumption in any way. I will not distribute this training to any other individuals or entities that are not directly affiliated with my organization.

Signature:

Date:

**Please include any questions you may have in the email to which you attach this form.
Please email it to SCSCourseDownload@la.gov**