Learning Matrix – Professional Development Core Curriculum Requirements

Last Updated 10.26.2026

Section One: New Hire curriculum requirements for employees with less than one year of employment.

	Timeline of Courses		Staff and Attorneys		Supervisors	
A	**First 30 Days**	**Authorities**	**DHS**	**Non-DHS**	**DHS**	**Non-DHS**
1	Safeguarding IRS Information (LMS Online)	IRS Publication 1075	●	●	●	●
2	CSS Orientation 1, 2, & 3 (LMS Online)	CSS	●	●	●	●
3	Employee and Non-Employee Acknowledgement of Confidentiality and Acceptable Use (LMS)	DHS HRM	●	●	●	●
4	AI Usage Acknowledgement (LMS)	DHS and OMES	●	●	●	●
B	**First 90 Days**					
1	Academy (Virtual)	CSS CPD	●	●	●	●
2	Fair Labor Standards Act (FLSA) (LMS Online)	DHS HRM	●	●	●	●
3	Family Medical & Leave Act (FMLA) (LMS Online)	DHS HRM	●	●	●	●
4	Mandatory Reporting of Abuse and Maltreatment (LMS Online)	DHS HRM	●	●	●	●
5	Connections (In-Person)	DHS HRM	●		●	
6	CSS Safety (LMS Online)	DHS HRM	●	●	●	●
7	HIPAA Data Information & Security (LMS Online)	42 U.S.C. 242(k) Section 1173 and 45 CFR 164.530(b)(1)	●	●	●	●
8	HIPAA Privacy (LMS Online)	42 U.S.C. 242(k) Section 1173 and 45 CFR 164.308(a)(5)(I)	●	●	●	●
9	Preventing Discrimination & Harassment for Employees (Non-Supervisors Only) (LMS Online)*	45 CFR 272.4(d)	●	●	●	
10	Preventing Discrimination & Harassment for Supervisors (Supervisors Only) (LMS Online)*	45 CFR 272.4(d)			●	●
11	The Science and Power of HOPE (LMS Online)	DHS	●	●	●	●
12	Substance Abuse Policy for Supervisors (LMS Online)	DHS HRM			●	●
13	Reasonable Suspicion for Supervisors (LMS Online)	DHS HRM			●	●
14	Hazard Communication Awareness (LMS Online)	OSHA	●		●	
15	Security and Email Encryption Guidelines (LMS Online)	DHS HRM and OMES	●	●	●	●
16	Ethics and Conflicts of Interest Awareness (LMS Online)	DHS	●		●	
C	**First Year**					
1	Supervisory (24 hours)	Oklahoma Personnel Act (OPA) 74 O.S. § 840-3.1			●	
2	Corrective Discipline (Progressive Discipline) (LMS Online)	OAC 260:25-17-93(b)			●	
3	CSS Ethics (LMS Online)	CSS	●	●	●	●
4	KNOWB4 SEAT (LMS Online)	DHS HRM and OMES	●	●	●	●
5	EmPowered Hiring (required for anyone who sits on a DHS interview committee)	DHS HRM	●	●	●	●
6	Defensive Driving (if driving a state car)	DHS HRM and OMES	●		●	
7	ADA Basics for Employees (LMS Online)	DHS HRM	●			
8	ADA Basics for Supervisors (LMS Online)	DHS HRM			●	

*You do not need to do both. Choose the one that fits your position best.

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Section Two: New to Supervisory Position

			FederalState/DHS	Supervisors	
A	**Courses**	**Authorities**		**DHS**	**Non-DHS**
B	**First 90 Days**				
1	Preventing Discrimination & Harassment for Supervisors (LMS Online)	45 CFR 272.4(d)	Federal	●	●
2	ADA Basics for Supervisors (LMS Online)	CSS CPD	DHS	●	
3	Corrective Discipline (Progressive Discipline) (LMS Online)	DHS HRM	DHS	●	
4	Substance Abuse Policy for Supervisors (LMS Online)	DHS HRM	DHS	●	●
5	Reasonable Suspicion for Supervisors (LMS Online)	DHS HRM	DHS	●	●
6	[OMES-SLS] 2025 Performance Review in Workday@OK | State of Oklahoma Managers - Workday	DHS HRM	DHS	●	
7	[OMES-SLS] Performance Review: Best Practices | eLearning - Workday	DHS HRM	DHS	●	
C	**First Year**				
8	24 HR Supervisory Training	Oklahoma Personnel Act (OPA) 74 O.S. § 840-3.1	State	●	

Section Three: ANNUAL Curriculum Requirements for employees with one year or more of employment. **Due ANNUALLY before December 28th.**

Note: Safeguarding IRS Information is **due ANNUALLY before June 30th**.

			Staff		Supervisors	
A	**Courses**	**Authorities**	**DHS**	**Non-DHS**	**DHS**	**Non-DHS**
1	Safeguarding IRS Information (LMS Online)	IRS Publication 1075	●	●	●	●
2	CSS Ethics (LMS Online)	CSS	●	●	●	●
3	Preventing Discrimination & Harassment for Employees (Non-Supervisors Only) (LMS Online)*	45 CFR 272.4(d)	●	●		
4	Preventing Discrimination & Harassment for Supervisors (Supervisors Only) (LMS Online)*	45 CFR 272.4(d)			●	●
5	Supervisory Training (12 hours)	Oklahoma Personnel Act (OPA) 74 O.S. § 840-3.1			●	
6	HIPAA Data Information & Security (LMS Online)	42 U.S.C. 242(k) Section 1173 and 45 CFR 164.530(b)(1)	●	●	●	●
7	HIPAA Privacy (LMS Online)	42 U.S.C. 242(k) Section 1173 and 45 CFR 164.308(a)(5)(I)	●	●	●	●
8	KNOWB4 SEAT (LMS Online)	OMES	●	●	●	●
9	Mandatory Reporting of Abuse and Maltreatment (LMS Online)	DHS HRM	●	●	●	●
10	Defensive Driving (if driving a state car)	2-21-0207	●		●	
11	ADA Basics for Supervisors (LMS Online)	DHS HRM and OMES			●	
12	Security and Email Encryption Guidelines (LMS Online)	DHS HRM and OMES	●	●	●	●
13	Corrective Discipline (Progressive Discipline) (LMS Online)	DHS HRM			●	
14	Employee and Non-Employee Acknowledgement of Confidentiality and Acceptable Use (LMS)	DHS HRM	●	●	●	●
15	AI Usage Acknowledgement (LMS)	DHS and OMES	●	●	●	●
16	Ethics and Conflicts of Interest Awareness (LMS Online)	DHS	●		●	

*You do not need to do both every year. Choose the one that fits your position best.