



Tracking Worksheet

Participant Name: _____

District: _____

It is the participant's responsibility to track their progress through the program. Once all required number of credits are complete, please send a copy of this worksheet along with training certificates of completion to SDAO. Each course is worth five credits.

DISTRICT MANAGEMENT – 30 CREDITS (6 COURSES)		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
Board Relations		
Contract Management/Risk Transfer		
Elections		
Ethics		
Financial Management and Audits		
Insurance Coverages		
Intergovernmental Affairs/Agreements		
Public Meetings and Records		
Public Relations		
Strategic Planning		

**20 credits (four courses) must be completed in-person.*

HUMAN RESOURCES / PERSONNEL MANAGEMENT – 30 CREDITS (6 COURSES)		
TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE
ADA (Americans with Disabilities Act)		
Discrimination		
Drug & Alcohol Reasonable Suspicion		
Internal Investigations		
Managing Employee Leave		
Hiring Practices/Performance Management/Documentation/Discipline/Discharge		
Harassment		
Social Media		
HR Audit/Compliance Audit		
Wage & Hour Compliance		

**20 credits (four courses) must be completed in-person.*

**RISK MANAGEMENT / OPERATIONS – 30 CREDITS
(6 COURSES)**

TRAINING TOPIC	TRAINING METHOD (e.g. in-person, online)*	COMPLETION DATE
Accident Investigation/Reporting**		
Bloodborne Pathogens**		
Confined Space**		
Cyber Risks		
Driver Training		
Electrical Safety**		
Emergency Response Planning		
Ergonomics		
Facility Maintenance/Property Inspections		
Fall Protection**		
First Aid & CPR		
Hazard Communications**		
Injury/Illness Prevention Program		
Lockout/Tagout**		
LP Toolkit for Workers' Compensation Members		
Respiratory Protection**		
Return-to-Work		
Risk Management and Supervision		
Safety Committees**		
Safety OR-OSHA Inspections**		
Trenching & Excavation Practices**		
Wellness		

*20 credits (four courses) must be completed in-person.

**These courses can be completed through OR-OSHA.

**ELECTIVES - 2 COURSES
(10 CREDITS)**

TRAINING TOPIC	TRAINING METHOD (e.g. seminar, webinar)*	COMPLETION DATE

You may choose electives based on individual interests and/or job requirements. Outside sources such as seminars and webinars can be used. Electives must be approved by SDAO to qualify for credit.

Participant

Signature: _____ **Date:** _____

Supervisor

Signature: _____ **Date:** _____

HOW TO SUBMIT

Once you have completed this worksheet, please send it along with training certificates of completion to SDAO by mail, email, or fax to:

SDAO | PO Box 12613 | Salem, Oregon 97309
Fax: 503-371-4781 | Email: MemberServices@sdao.com