



# National Church Residences UNIVERSITY

## 2018 HOUSING EDUCATION REQUIREMENTS MAINTENANCE

What courses should I take and how long do I have to complete them? These are common questions our students have and it is our hope this document can answer these questions. If you need further assistance please contact your supervisor for guidance.

<b>Pre-Requisite Program</b>	
Timeline: Within first 30 days of employment	
	<ul style="list-style-type: none"> <li>• Orientation:What We Do and Who We Serve</li> <li>• Privacy Act &amp; Security Awareness</li> <li>• HR Compliance Program (Supervisors Only)</li> </ul>
<b>Risk Control</b>	
Timeline: Within first 90 days of employment	
	<ul style="list-style-type: none"> <li>• OSHA</li> <li>• Driving Safely</li> <li>• Fire Safety</li> <li>• Insurance 101</li> <li>• Ladder Safety</li> <li>• Safety Self-Inspections</li> <li>• Slip and Fall Prevention</li> <li>• House Rules</li> <li>• ALICE Active Shooter Response Training (Coming September 2018)</li> </ul>
<b>REAC</b>	
Timeline: Within first 90 days of employment	
	<ul style="list-style-type: none"> <li>• Units and Common Areas</li> <li>• Building Systems</li> <li>• Health &amp; Safety</li> <li>• Exterior</li> <li>• Site and Grounds</li> </ul>

### **Career Development Electives**

Additional online modules or further education as part of an ongoing career development plan