Contractor Training Requirements
For Contract Workers with Physical or Logical Access

To help ensure the health and safety of BPA's workforce, network, facilities and assets, BPA requires all personnel to complete training as outlined below. Required training guidelines are determined by the type of access that has been granted. For questions, contact the BPA COR, if applicable.

NOTE: The information below is as of 6/6/2024 and may be updated quarterly.

	Physical	**Logical**
Definition	For workers who need physical access <u>only</u> to BPA facilities.	For workers who need physical access to BPA facilities <u>and</u> logical access to BPA's network.
Training Method	PDF self-study guide; Russian and Spanish self-study guides are available upon request.	Learning Nucleus
Initial Training	Training is provided via a PDF self-study guide.	All training courses listed under the Logical Access header below must be completed in Learning Nucleus within 10 days after logical access is granted. [5]
Training Cadence	Annual: Self-study guide will be distributed early in the calendar year and the Training Attestation must be completed no later than March 15th each year.	Quarterly: BPA posts the required trainings that are due each quarter. Trainings must be completed in the quarter they are due; they should not be completed ahead of schedule. [5]
Training Records	Training attestations are uploaded biweekly to BPA's system of record. Workers and/or suppliers are encouraged to retain a copy as well.	Training certificates transfer from Learning Nucleus to BPA in a nightly automated data transfer. Workers should download and save training certificates from Learning Nucleus for their records. Once all trainings are complete, workers should notify their COR.

Required Trainings by Access Type	HRMIS ID	Learning Nucleus ID	Course Name	Length		Access Type	
				Physical	**Logical**	**Physical**	**Logical**
	17951	204569	Annual Driving Safety	The pdf self-study guide for physical access is approximately 60 pages and will take the average person 2 hours to read. It contains all required BPA training for the year.	1 hour (Q1)	X[1]	X[2]
	13115	83466	Cyber Security		1 hour (Q1)	X[1]	X[2]
	13090	71102	COOP		1 hour (Q2)	X[1]	X[2]
	13080	85867	NERC CIP		1 hour (Q2)	X[1]	X[2]
	4217	38089	Annual Security Refresher		1 hour (Q3)	X[1]	X[2]
	12448	86022	IGLM		1 hour (Q3)	X[1]	X[2]
	8865	86001	Privacy Awareness		1 hour (Q3)	X[1]	X[2]
	17321	86332	Controlled Unclassified Information		1 hour	X[1]	X[3]
	12382	83617	Information Protection		1 hour	X[1]	X[3]
	1295	83659	Hazard Communications		1 hour	X[1]	X[4]
	835	86158	BPA FERC Standards of Conduct		30 min	X[1]	X[4]

[1] Training is required to be completed during onboarding and then annually thereafter. BPA will distribute the updated self-study guide in January each year and the signed attestation of completion must be returned to BPA by March 15th.

[2] Training is required to be completed during the initial training period and then annually thereafter in the quarter BPA specifies.

[3] Training is required to be completed during the initial training period and then biannually thereafter in the quarter BPA specifies.

[4] Training is required to be completed during the initial training period only. It is not repeated annually.

[5] Required courses may change at the Department of Energy's (DOE) discretion. Additional courses may be required.

For questions about this document, please contact CORsupport@bpa.gov