

# REQUIRED TRAININGS

## ONLINE DEFENSIVE DRIVING TRAINING

1. Suggestion: Take notes as you go since there's only one shot at passing the test at the very end!
2. Open Microsoft Edge (it works better than Google Chrome) and click the link below:  
<https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/Enroll-in-Defensive-Driver-Training>
3. Click on "DEFENSIVE DRIVER TRAINING ONLINE"
4. Then, in the course description paragraph, click on the <https://ddt.dgs.ca.gov/> link.
5. If needed, click on the Adobe Flash Player symbol to download.
6. Proceed through the training videos.
7. If a passing score is received, it will automatically go to a certificate page where the test taker's information can be filled in.
8. **Print or create an e-copy of the certificate and provide it to Human Resource ([DianeWilson@countyofplumas.com](mailto:DianeWilson@countyofplumas.com)) AND Risk Management & Safety ([TravisGoings@countyofplumas.com](mailto:TravisGoings@countyofplumas.com)) via INTER-OFFICE MAIL or EMAIL.**

## ONLINE SEXUAL HARASSMENT PREVENTION\*

*\*To be completed once 180 hours or 6 months of work is completed, whichever occurs first.*

1. Go to: <https://www.dfeh.ca.gov/shpt/>
2. Scroll to the bottom of the screen and click "Continue".
1. Choose your preferred language.
2. Choose "Nonsupervisory" or "Supervisory"
3. **Print or create an e-copy of the certificate and provide it to Human Resource ([DianeWilson@countyofplumas.com](mailto:DianeWilson@countyofplumas.com)) AND Risk Management & Safety ([TravisGoings@countyofplumas.com](mailto:TravisGoings@countyofplumas.com)) via INTER-OFFICE MAIL or EMAIL.**