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TO: All Department Heads
FROM: Ryker Wada, Director *Ryker J. Wada*
SUBJECT: July – December 2022 Safety Office Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's training schedule for the second half of 2022 is attached and can also be found on "What's New" at <http://hawaii.gov/hrd>. To ensure timely sign up, it is recommended that Department Human Resource Offices distribute DHRD Safety's training schedule to its programs as soon as possible.

Registration of virtual classroom courses will be managed through Adobe Captivate Prime at <https://captivateprime.adobe.com/primetimehawaii> and will be conducted through Microsoft Teams. Employees who do not have Adobe Captivate Prime accessibility can contact Ms. Lily Chu at (808) 587-1066 or lily.b.chu@hawaii.gov for enrollment assistance.

Virtual classroom training courses are as follows:

- **BU1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1)** – This is a required training for BU01 Non-CDL Employees who have not previously attended.
- **BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)** - Supervisors of BU1 Non-CDL employees are required to attend this four-hour course once every four years.
- **Combined Drug and Alcohol Testing Program (CDAT)** - Supervisors of HGEA, CDL, and BU10 employees are required to attend this three-hour course once every five years.

Deadlines to enroll in the above-mentioned drug and alcohol testing program training courses are as follows:

All employees must enroll through Adobe Captivate Prime at least five (5) working days prior to the start of the scheduled course. Employees who are confirmed and encounter scheduling conflicts within five (5) working days of the

course must notify their Human Resource Office to contact DHRD Safety Office immediately.

Confirmation of attendance is based on a first come, first served basis. Employees confirmed to attend training and their respective Department Human Resource Office will be emailed the course handouts and Microsoft Teams Meeting invite five (5) working days prior to the start of the scheduled course. Also, employees who are waitlisted will be informed of their enrollment status at least three (3) working days prior to the start of the scheduled course.

DHRD Safety Office also continues to offer Workplace Violence Awareness Training, Defensive Driver's Safety Training, and other safety courses on-demand in both the Captivate Prime (see: <https://captivateprime.adobe.com/primetimehawaii>) and Connect (see: [DHRD Adobe Connect On Demand Library](#)) .

Further questions relating to the contents within Safety's trainings can be directed to Ms. Lily Chu. Questions related to logging into or accessing Adobe Captivate Prime or Adobe Connect are to be directed to DHRD – Training Branch at (808) 587-1050 or dhrd.training@hawaii.gov.

Attachment

- c: Departmental Human Resources Officers
Jennifer Mori-Kilbey, ECD Administrator
Patricia McDonald, Learning and Development Program Manager
Mary Ann Teshima, Administrative Services Administrator