

Human Resources Memorandum

SUBJECT: Defensive Driver Training	NUMBER: HR 17-009
	DATE ISSUED: March 7, 2017
DISTRIBUTION: All CDFW Employees	EXPIRES: Until Rescinded

This memorandum provides information about California Department of Fish and Wildlife's (CDFW) defensive driver training requirements in accordance with the State Administrative Manual Sections 0751 and 0752. All state employees who frequently drive on state business (at least once a month) should successfully complete the Defensive Driver Training (DDT) **every four (4) years**. Employees who can benefit from the course may also participate.

Supervisors are responsible for identifying and ensuring that employees comply with the training requirement. In order to take the online training, verify that your computer meets the [system requirements](#).

To access online training through CDFW LEARN:

1. Go to the [Defensive Driver Training Registration page](#). (You may also find this page using LEARN's Search function.)
2. Click the **"Request"** button to register for the course. This will take you to your LEARN Transcript.
3. Click the **"Launch"** button next to the name of the course to begin the training. You will also receive a confirmation e-mail.
4. You may also take [Defensive Driver Training with closed captioning](#).

After successful completion of this course, employees are required to submit a completion certificate as follows:

1. Print, sign, and have your supervisor sign the completion certificate at the end of the online module. Keep a copy for your records.
2. Upload a **signed** copy of your certificate to the CDFW Office of Training and Development (OTD) using the [Defensive Driver Certificate Upload Page](#) in LEARN.
3. After uploading your certificate, click **"Mark Complete"** in your LEARN transcript. You will receive an e-mail confirmation when your completion request has been approved.

Contacts:

- **On-line DDT technical difficulties or system errors:** please contact ORIM at DDT@dgs.ca.gov.
- **For questions about LEARN or to set up an account:** contact CDFW LEARN Administrator Matt Leddy, Matthew.Leddy@wildlife.ca.gov, or (916) 928-8332.
- **For questions regarding your DDT records:** contact CDFW DDT Coordinator Jeremy Kauffman, Jeremy.Kauffman@wildlife.ca.gov, or (916) 928-8336.
- **For additional guidance:** contact CDFW Health & Safety Officer Bryan Landis, Bryan.Landis@wildlife.ca.gov, or (916) 928-7692.