

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 1/15/2026 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 the initial training period specified or as directed by the COR. 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 15 th 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 to BPA in a nightly automated data transfer. Workers should download and save training certificates 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	Physical		Logical		
				Length	Courses	Length	Courses	Initial Training Period
	017057	86144	Driving Safety	The pdf self-study guide for physical access is approx. 60 pages and will take the average person 2 hours to read. It contains all required BPA training for the year.	X ¹	1 hr (Q2)		
	017951	204569	Winter Driving Safety			1 hr (Q1)	X ²	90 days of hire
	013115	83466	Cyber Security		X ¹	1 hr (Q2)	X ²	30 days of hire
	013090	71102	COOP		X ¹	1 hr (Q2)	X ²	30 days of hire
	013080	85867	NERC CIP		X ¹	1 hr (Q2)	X ²	30 days of hire
	018373	202227	OIG & Your Role in Protecting DOE Resources		X ¹	1 hr (Q2)	X ²	60 days of hire
	004217	38089	Annual Security Refresher		X ¹	1 hr (Q3)	X ²	30 days of hire
	012448	86022	IGLM		X ¹	1 hr (Q3)	X ²	30 days of hire
	008865	86001	Privacy Awareness		X ¹	1 hr (Q3)	X ²	30 days of hire
	017321	86332	Controlled Unclassified Information		X ¹	1 hr (Q3)	X ³	60 days of hire
	012382	83617	Information Protection		X ¹	1 hr (Q3)	X ³	60 days of hire
	001295	83659	Hazard Communications		X ⁴	1 hr	X ⁴	90 days of hire
	000835	86158	BPA FERC Standards of Conduct			30 min	X ⁴	30 days of hire

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.

