



All employees should feel safe to learn, work and excel at their organization. Unfortunately, sexual harassment can prevent your employees from having that sense of security. Sexual harassment can come in a variety of forms, which often makes it difficult to respond and address. But, as an employer, you have a responsibility to ensure your employees are safe from these types of threats.

That's why it's so important to ensure your managers, supervisors and employees take sexual harassment prevention training. Training can help clarify what constitutes as sexual harassment, reporting procedures and how to handle harassment if it occurs. Many states have adopted their own requirements when it comes to sexual harassment prevention training. This document provides a state-by-state comparison on the obligations for employers in each state.

Training courses can be accessed by visiting the
CPA Mutual Employer Resource Center
www.cpamutualerc.com

While this may help clarify some points, you may still have some questions about your responsibilities, administering training or other HR requirements. If that's the case, feel free to call 877-568-6655 to speak with an employment law attorney – access is included in the **CPA Mutual Employer Resource Center** – and receive a response no later than the end of the next business day.

USERS OF THE CPA MUTUAL EMPLOYER RESOURCE CENTER CAN ACCESS VALUABLE SEXUAL HARASSMENT PREVENTION ONLINE TRAINING COURSES VIA THE SOLUTIONS SECTION OF THE WEBSITE.

The training courses are on-demand and can be deployed to managers and employees. All courses fulfill applicable state law requirements, as described in the following chart.

Alabama	Kentucky	North Dakota
Alaska	Louisiana	Ohio
Arkansas	Maine	Oklahoma
Arizona	Maryland	Oregon
California	Massachusetts	Pennsylvania
Colorado	Michigan	Rhode Island
Connecticut	Minnesota	South Carolina
Delaware	Mississippi	South Dakota
District of Columbia	Missouri	Tennessee
Florida	Montana	Texas
Georgia	Nebraska	Utah
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming

State	Training Requirements	Resources
Alabama	No specific training requirements	<ul style="list-style-type: none"> • EEOC Birmingham District Office
Alaska	No specific training requirements	<ul style="list-style-type: none"> • AK Human Rights Commission • AIK Sexual Harassment Poster
Arkansas	No specific training requirements	<ul style="list-style-type: none"> • EEOC Little Rock District Office
Arizona	No specific training requirements	<ul style="list-style-type: none"> • AZ Civil Rights Commission • EEOC Phoenix District Office
California	<p>Currently, employers with at least 50 full-, part-time or temporary employees or independent contractors must provide two hours of sexual harassment prevention training to all supervisory employees once every two years. The employer must train employees within six months of their taking a position as a supervisor. Employers must provide sexual harassment prevention training in a classroom setting, through interactive E-learning, or through a live webinar. E-learning training must provide instructions on how to contact a trainer who can answer questions within two business days. Training must include questions that assess learning, skill-building activities to assess understanding and application of content, and hypothetical scenarios about harassment with discussion questions.</p> <p>By January 1, 2020, an employer having five or more employees must provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all non-supervisory employees within six months of hire. The Department of Fair Employment and Housing shall make the poster, fact sheet, and online training courses available.</p> <p>Continued on next page...</p>	<ul style="list-style-type: none"> • CA Department of Fair Employment and Housing • EEOC San Francisco District Office

State	Training Requirements	Resources
<p>California (Continued)</p>	<p>After January 1, 2020, each employer covered by this section must provide sexual harassment training and education to each employee once every two years. The training and education required by this section should include information and guidance on both the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education must include practical examples to help supervisors in the prevention of harassment, discrimination, and retaliation. The training must be provided by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.</p> <p>Additional detailed information on sexual harassment training requirements can be found at DFEH Sexual Harassment FAQs.</p>	
<p>Colorado</p>	<p>No specific training requirements, although the state encourages employers to take all “steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under the Act, and developing methods to sensitize all concerned.” The state does not specifically require sexual harass</p>	<ul style="list-style-type: none"> • CO Anti-discrimination Act • CO Civil Rights Division • EEOC Denver District Office • Anti-Discrimination Poster
<p>Connecticut</p>	<p>All employers with 50 or more employees and Public employers must train supervisory employees. New supervisors must receive training within six months of assuming their supervisory position. Additional training every three years is encouraged, but not required by law. The training provided must address state and federal laws prohibiting sexual harassment, definitions of sexual harassment, types of conduct that may constitute harassment, the remedies available to victims of sexual harassment, penalties to which harassers are subject, and strategies for preventing sexual harassment.</p> <p>Continued on next page...</p>	<ul style="list-style-type: none"> • Fair Employment Practices Act • CT Commission on Human Rights and Activities • Sexual Harassment Poster

State	Training Requirements	Resources
Connecticut (Continued)	<p>The training must be not less than two hours. Public employers must provide three hours of diversity training to supervisors and non-supervisors.</p> <p>The training must also include information concerning the federal and state statutory provisions concerning discrimination and hate crimes directed at protected classes and remedies available to victims of discrimination and hate crimes, standards for working with and serving persons from diverse populations, and strategies for addressing differences that may arise from diverse work environments. Training must be given to new employees and supervisors within the first six months of employment.</p>	
Delaware	Delaware employers with 50 or more employees to provide sexual-harassment training for all employees and supervisors. The training must be provided every two years.	<ul style="list-style-type: none"> • Discrimination in Employment Act • Delaware DOL • Sexual Harassment Notice • D# Division of Human Relations • EEOC Philadelphia District Office
District of Columbia	No specific training requirements	<ul style="list-style-type: none"> • DC Human Rights Act • DC Office of Human Rights • EEOC Washington Field Office • DC Human Rights Poster
Florida	Only supervisors in executive branch agencies are required to receive training on affirmative action and equal opportunity, which should include training on sexual harassment.	<ul style="list-style-type: none"> • FL Civil Rights Act • Florida Commission on Human Relations • EEOC Miami District Office • FL Discrimination Poster
Georgia	No specific training requirements	<ul style="list-style-type: none"> • Fair Employment Practices Act • GA Commission on Equal Opportunity • EEOC Atlanta District Office
Hawaii	No specific training requirements, although Hawaii's Administrative Rules maintain that "prevention is the best tool for the elimination of sexual harassment". Guidance from the Hawaii Civil Rights Commission states that such programs should include training of supervisory employees about their responsibilities, and training of all employees about sexual harassment policies and grievance procedures.	<ul style="list-style-type: none"> • HI Fair Employment Practices Act • HI Civil Rights Commission • EEOC Honolulu District Office • Sexual Harassment Poster

State	Training Requirements	Resources
Idaho	No specific training requirements	<ul style="list-style-type: none"> • Idaho Human Rights Act • Idaho Human Rights Commission • Anti-Discrimination Poster • EEOC Field Office
Illinois	Sexual harassment training is required for all state government employees.	<ul style="list-style-type: none"> • Illinois Human Rights Act • Illinois Department of Human Rights • On-line trainings from the Dept. of Human Rights • Sexual Harassment Poster • EEOC Chicago District Office
Indiana	No specific training requirements	<ul style="list-style-type: none"> • Workplace Harassment – State Personnel • Indiana Civil Rights Commission • EEOC Indianapolis District Office • Indiana Equal Opportunity Poster
Iowa	All management and supervisory employees of the Executive branch are required to attend training covering affirmative action, cultural diversity, and discriminatory harassment prevention.	<ul style="list-style-type: none"> • Iowa Civil Rights Act • Iowa Civil Rights Commission • EEOC Field Offices • Supervisory Training (IOWA Admin. Services)
Kansas	No specific training requirements for private employers however all employees and interns working for Kansas executive branch agencies will be required to undergo annual sexual harassment training per executive order.	<ul style="list-style-type: none"> • Executive Order • KS Act Against Discrimination • Kansas Human Rights Commission • Kansas EEOC District Office
Kentucky	No specific training requirements	<ul style="list-style-type: none"> • Kentucky Civil Rights Act • Kentucky Commission on Human Rights • Kentucky EEOC District Office
Louisiana	No specific training requirements for private employers. All public agencies are required to provide annual sexual harassment training for employees per Louisiana Senate Concurrent Resolution 107.	<ul style="list-style-type: none"> • Resolution 107 • LA Rev. Stat. Sec. 23:332 • LA Commission on Human Rights • LA EEOC District Office

State	Training Requirements	Resources
Maine	<p>All employers with 15 or more employees must conduct sexual harassment training for all employees within 1 year of hire. Training provided must include the illegality of sexual harassment; the definition of sexual harassment under state and federal laws and federal regulations, including the Maine Human Rights Act and the Civil Rights Act of 1964,; a description of sexual harassment (using examples); the internal complaint process available to the employee; the legal recourse and complaint process available through the commission; directions on how to contact the commission; and the protection against retaliation provided under Title 5. Employers must conduct additional training for supervisory and managerial employees within one year of commencement of employment that includes, at a minimum, the specific responsibilities of supervisory and managerial employees and methods that these employees must take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.</p>	<ul style="list-style-type: none"> • Maine Human Rights Act • Maine Sexual Harassment Law • Sexual harassment poster • Written Notice (brochure) • Maine Human Rights Commission
Maryland	<p>Maryland encourages employers to take steps to prevent sexual harassment. When analyzing a sexual harassment case, the Maryland Commission on Human Relations will favorably consider the preventative steps the employer has taken, including training.</p>	<ul style="list-style-type: none"> • Fair Employment Practices Act • MD Commission on Civil Rights • MD EEOC District Office
Massachusetts	<p>No specific sexual harassment training requirements however employers/labor organizations are encouraged to conduct an education and training program for new employees and members, within one year of commencement of employment or membership. They are encouraged to conduct additional training for new supervisory and managerial employees and members within one year of commencement of employment or membership.</p>	<ul style="list-style-type: none"> • MA Model policy • MA Statute (regarding policies against sexual harassment; preparation of model policy; education and training programs) • MA Commission Against Discrimination • MA EEOC District Office
Michigan	<p>No specific training requirements</p>	<ul style="list-style-type: none"> • Elliott-Larsen Civil Rights Act • Michigan Department of Civil Rights • EEOC District Offices • Michigan Brochure on Sexual Harassment/ Discrimination

State	Training Requirements	Resources
Minnesota	No specific training requirements	<ul style="list-style-type: none"> • Minnesota Human Rights Act • Minnesota Department of Human Rights • Minnesota EEOC District Office
Mississippi	No specific training requirements	<ul style="list-style-type: none"> • Mississippi EEOC District Office
Missouri	No specific training requirements however training is available through the Missouri Department of Labor.	<ul style="list-style-type: none"> • Missouri Human Rights Act • Missouri Department of Labor • Missouri EEOC District Office • Missouri Training Options
Montana	No specific training requirements. However, there is Sexual harassment guidance at the Montana state website.	<ul style="list-style-type: none"> • Montana Human Rights Bureau • EEOC District Office • Montana State Website
Nebraska	No specific training requirements	<ul style="list-style-type: none"> • Nebraska Fair Employment Practices Act • Nebraska Equal Opportunity Commission • Nebraska EEO Notice • Nebraska EEOC District Office
Nevada	Nevada encourages private employers to take steps necessary to prevent sexual harassment from occurring. Nevada requires all state employees to take a certified class on sexual harassment within six months of their appointment, and to attend a refresher course every two years thereafter.	<ul style="list-style-type: none"> • Nevada Fair Employment Practices Act • Nevada online sexual-harassment training – state employees • Notice of Rights • Nevada Equal Rights Commission • Nevada EEOC District Office
New Hampshire	No specific training requirements	<ul style="list-style-type: none"> • New Hampshire Law Against Discrimination • New Hampshire Commission for Human Rights • EEOC Field Offices
New Jersey	New Jersey does not have a statutory requirement regarding sexual harassment training. However, the New Jersey Supreme Court has analyzed what steps employers should take to prevent sexual harassment in the workplace, including having effective complaint procedures and training supervisors. In its decision, the court also noted the importance of making such training available to all employees.	<ul style="list-style-type: none"> • New Jersey Law Against Discrimination • Training Available through New Jersey Division on Civil Rights • New Jersey Division on Civil Rights • New Jersey EEOC District Office

State	Training Requirements	Resources
New Mexico	New Mexico requires that primary and secondary schools provide sexual harassment education to all licensed school personnel at least once a year by attending periodic training or reviewing sexual harassment literature. Otherwise, there are no specific sexual harassment training requirements.	<ul style="list-style-type: none"> • New Mexico Office of Personnel – Training • New Mexico Human Rights Act • New Mexico Department of Workforce Solutions • New Mexico EEOC District Office
New York	New York state requires that all employers with 1 employee or more conduct sexual harassment training.	<ul style="list-style-type: none"> • NY Human Rights Law • NY training requirements and model • NYork Training videos • Model Sexual harassment policy • NY Division of Human Rights • NY EEOC District Office
North Carolina	All state agencies must develop a “plan on unlawful workplace harassment,” which must include training and other methods to educate state employees.	<ul style="list-style-type: none"> • North Carolina Equal Employment Practices Act • Mandatory Training Programs – state employees • North Carolina Human Relations Commission • North Carolina EEOC District Office
North Dakota	No specific training requirements	<ul style="list-style-type: none"> • ND Human Rights Act • ND DOL Sexual Harassment Fact Sheet • ND DOL and Human Rights • ND EEOC District Office
Ohio	Although Ohio law does not require sexual harassment training, the Ohio Administrative code advises that employers express strong disapproval of sexual harassment, educate employees on complaint procedures, and develop methods to sensitize all employees on illegal sexual harassment. Sexual harassment training is the most effective way to follow this guidance.	<ul style="list-style-type: none"> • Ohio Civil Rights Act • Ohio Civil Rights Commission • Sexual Harassment Training • Ohio EEOC District Office
Oklahoma	State personnel who investigate complaints of discrimination are required to be trained in the areas of equal employment opportunity (including sexual harassment), discrimination, and burdens of proof.	<ul style="list-style-type: none"> • Oklahoma Anti-Discrimination Act, Okla. Stat. tit. 25, §§ 1101-1706 • Attorney General – Civil Rights Enforcement Unit • Oklahoma EEOC District Office

State	Training Requirements	Resources
Oregon	No specific training requirements however the Bureau of Labor and Industries (BOLI) Technical Assistance for Employers division provides training on workplace harassment and discrimination for HR personnel, businesses and managers.	<ul style="list-style-type: none"> • Oregon Fair Employment Practice Act • BOLI training • Oregon Civil Rights Division • EEOC District Office
Pennsylvania	All state government employees are required to receive training.	<ul style="list-style-type: none"> • Pennsylvania Human Relations Act • Pennsylvania HRC Discrimination Training Videos • Pennsylvania HRC Training Resources • Pennsylvania Human Relations Commission (HRC) • EEOC District Offices
Rhode Island	Rhode Island requires training for state employees once a year. While the state stops short of mandating training for private employers, it does encourage training both supervisory and non-supervisory employees within one year of hire on the content of the Rhode Island Commission on Human Rights' Guidelines for sexual harassment policies.	<ul style="list-style-type: none"> • Rhode Island Fair Employment Practices Act • Rhode Island sexual harassment policy guidelines and requirements • Rhode Island state employee training • Rhode Island Commission on Human Rights • EEOC District Office
South Carolina	No specific training requirements	<ul style="list-style-type: none"> • South Carolina Human Affairs Law • South Carolina Human Affairs Commission (HAC) • South Carolina HAC training programs • South Carolina EEOC District Office
South Dakota	No specific training requirements	<ul style="list-style-type: none"> • South Dakota Human Relations Act • South Dakota Division of Human Rights – Resources on Sexual Harassment • South Dakota Division of Human Rights • EEOC Field offices
Tennessee	State employees are required to receive sexual harassment training. The state's Department of Human Resources is required to assist each department and entity of the state government with planning and conducting sexual harassment prevention training workshops for all public employees. No specific sexual harassment training requirements for private employers.	<ul style="list-style-type: none"> • Tennessee Human Rights Act • Tennessee Department of Human Resources online training • Tennessee Human Rights Commission • Tennessee EEOC District Office

State	Training Requirements	Resources
Texas	All state employees and supervisors must receive employment discrimination and sexual harassment training within 30 days of starting employment and must receive refresher training every two years. No specific sexual harassment training requirements for private employers.	<ul style="list-style-type: none"> • Texas Commission on Human Rights Act • Texas Workforce Commission Civil Rights Division • Dallas EEOC District Office
Utah	All state employees and supervisors must receive harassment prevention training within 90 days of hire and refresher training at least every three years. The training should cover the types of protected class harassment, retaliation, how to report harassment and make complaints (internally and with the state agency), and special in-depth training for supervisors. All training programs must be approved by Utah's Department of Human Resource Management and Risk Management. No specific sexual harassment training requirements for private employers.	<ul style="list-style-type: none"> • Utah Anti-Discrimination Act • State Video Training Resources • Utah Anti-Discrimination and Labor Division • EEOC Field Offices
Vermont	No specific training requirements, although Vermont encourages employers and labor organizations to conduct an education and training program on sexual harassment for new employees within one year of the start of employment or membership, and to provide supervisory employees training on specific responsibilities and methods to ensure immediate and appropriate corrective action in addressing sexual harassment complaints.	<ul style="list-style-type: none"> • Act Relating to the Prevention of Sexual Harassment • State of Vermont Guide on Sexual Harassment • Vermont AG – Civil Rights Division • Vermont Human Rights Commission • Vermont Training Resources • EEOC District Office
Virginia	No specific training requirements	<ul style="list-style-type: none"> • Virginia Human Rights Act • Virginia AG – Division of Human Rights • Virginia EEOC District Office
Washington	<p>Washington mandates training for all state government employees by executive order and requires contractors who do business with the state to conduct training as well.</p> <p>While Washington doesn't explicitly mandate sexual harassment training for private employers, training is encouraged and listed as a vital part of harassment prevention.</p>	<ul style="list-style-type: none"> • Executive order – sexual harassment training • Washington Law Against Discrimination • Washington Human Rights Commission Publications • Washington Human Rights Commission • Washington EEOC District Office
West Virginia	No specific training requirements	<ul style="list-style-type: none"> • West Virginia Human Rights Act • West Virginia Human Rights Commission • West Virginia EEO Office • EEOC District Office

State	Training Requirements	Resources
Wisconsin	<p>No specific training requirements. Although Wisconsin law stops short of requiring sexual harassment training, it recommends training for all employees along with periodic reminders about harassment. Guidance in state law is a huge consideration when determining employer liability in court and by the Wisconsin Office of Civil Rights in investigations. Therefore, any company who wishes to avoid or lessen liability should provide sexual harassment training for its employees.</p>	<ul style="list-style-type: none"> • Wisconsin Fair Employment Law • Wisconsin Equal Rights Division – Sexual Harassment Information • Wisconsin EEOC District Office
Wyoming	<p>No specific training requirements.</p>	<ul style="list-style-type: none"> • Wyoming Fair Employment Practices Act • Wyoming Department of Employment Labor Standards • EEOC Field Office