

SB 513 Compliance Checklist

Step-by-step guide for California employers to bring training and education recordkeeping into line with SB 513, effective January 1, 2026.

EFFECTIVE January 1, 2026	AMENDS Labor Code § 1198.5
RESPONSE WINDOW 30 days (35 by agreement)	PENALTY EXPOSURE \$750 per violation + fees

THE FIVE REQUIRED FIELDS ON ANY TRAINING RECORD YOU KEEP

Employee name	Training provider name	Date & duration of training	Core competencies covered	Resulting certification or qualification
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THE 8-STEP CHECKLIST

- 1 Understand what SB 513 actually changes** ☐

Effective January 1, 2026, SB 513 amends Labor Code §1198.5. If you maintain education or training records for an employee, those records now count as inspectable personnel records. The law doesn't force you to start keeping training records — it only governs what you must produce once you do.
- 2 Inventory every training and education record you maintain** ☐

LMS records, HR files, safety binders, toolbox-talk sign-in sheets, onboarding folders, third-party certification portals. Include harassment prevention, workplace violence prevention, Cal/OSHA safety training, and any equipment or software certifications.
- 3 Check each record for the five required data points** ☐

Employee name · training provider name · date and duration of training · core competencies covered (including equipment/software skills) · resulting certification or qualification. Records missing any of these are non-compliant as of Jan 1, 2026.
- 4 Fix your certificate and completion-report templates** ☐

Update every training-provider template now so future records capture all five elements automatically. Retrofitting old records is far harder than fixing the template once, before your next training cycle.

5**Set up a 30-day response process**

You must generally provide requested personnel records — training records included — within 30 days of a written request (up to 35 by mutual written agreement). Assign a named owner and a tracking method. Missing the deadline risks a \$750 penalty per violation, plus possible attorney's fees.

6**Confirm your retention period**

Personnel records, training records now included, must generally be retained at least three years after separation. Check that training records aren't being purged sooner or stored somewhere inconsistent with the rest of the personnel file.

7**Update your handbook and brief HR/managers**

Add a line to your personnel-records policy noting education/training records are now part of the personnel file for inspection purposes. Make sure whoever fields records requests knows training documentation is now in scope.

8**Watch the open question on informal training**

Attorneys are still flagging ambiguity around toolbox/tailgate safety meetings and similarly informal, frequent trainings. Until there's clearer guidance, apply the same five-data-point standard to any training record you keep, however informal.

Where hrsafetytrain.com fits: our course certificates and completion reports already capture trainer name, date/duration, and competencies covered — built to align with SB 513 from the start. If you'd like a free records audit or help updating your certificate templates, reach out any time.