



OFFICE OF THE
ARIZONA STATE TREASURER



KIMBERLY YEE

To: State of Arizona Agencies that Process Payment Cards

From: ASTO PCI Team

Date: June 16, 2026

Re: Required PCI Training for Employees

Due to the transition of the Statewide Learning Management System, the previous PCI training modules are no longer supported. The current statewide security training vendor, Infosec IQ, provides the state employees with standard security awareness training and two PCI courses that will satisfy the PCI compliance training requirements.

To ensure that the agency meets the training requirements for PCI DSS, any employee who handles, processes, or transmits payment card data, as well as staff whose roles impact the security of that data, must complete the PCI training. This includes but is not limited to front-line and back-office staff, IT personnel, managers, and executives. The training must be completed upon hire and annually thereafter.

Specific roles that need PCI training include:

- Point of Sale (POS) Operators: Employees who directly handle credit card transactions, process payments, or issue refunds.
- Customer Service Representatives: Staff who take payment information over the phone or assist with billing.
- IT & Security Teams: Personnel responsible for managing payment systems, networks, security protocols, and firewalls.
- Management & Executives: Leaders who oversee card-processing departments or are responsible for the company's overall compliance posture.
- Administrative, Finance, Accounting, Temporary Staff & Contractors: Anyone, including third-party contractors and volunteers, who has access to cardholder data.

The PCI training courses required in InfoSec IQ are:

- PCI DSS Overview
- PCI DSS for Point-of-Sale Employees
- Social Engineering
- Physical Security
- Data Privacy
- Malware
- Phishing



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Many of these courses are State-mandated and may already be integrated into the employees' annual schedules. Please review the current training records and assign any outstanding courses required.

If your agency is not onboard for the general Security Awareness training yet, you may onboard solely to utilize the PCI courses needed.

If you need assistance with the onboarding process or getting current users setup with the courses, please contact Marius Schradermeier at Cengage, marius.schradermeier@cengage.com or The Arizona Department of Homeland Security Team at grc@azdohs.gov

All employees are required to complete the required PCI training by August 15, 2026.

If you have any questions, please contact PCI@aztreasury.gov