

Name \_\_\_\_\_ L# \_\_\_\_\_

**Section I – Policies and Procedures**

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|---|--|
| <input type="checkbox"/> <a href="#">College Online Policy &amp; Procedure System (COPPS)</a>                                       | <input type="checkbox"/> <a href="#">Board of Education: Institutional Integrity Policy</a>        |
| <input type="checkbox"/> <a href="#">Affirmative Action &amp; Equal Employment Policy</a>   | <input type="checkbox"/> <a href="#">Affirmative Action Guidelines and Complaint Procedure</a>     |
| <input type="checkbox"/> <a href="#">Harassment Based on Race/Ethnicity/National Origin</a>   | <input type="checkbox"/> <a href="#">Harassment, Sexual: General</a>                               |
| <input type="checkbox"/> <a href="#">Nondiscrimination Statement</a>  | <input type="checkbox"/> <a href="#">Harassment and Discrimination Complaint Process</a>           |
| <input type="checkbox"/> <a href="#">Notice to Victims of Sexual Assault</a>  | <input type="checkbox"/> <a href="#">Sexual Respect – Sexual Misconduct</a>                        |
| <input type="checkbox"/> <a href="#">Disabilities: ADA Complaint Procedure</a>  | <input type="checkbox"/> <a href="#">Disabilities: Accommodating Employees</a>                     |
| <input type="checkbox"/> <a href="#">Bias Incident Policy</a>   | <input type="checkbox"/> <a href="#">Bias Incident Response Procedure</a>                          |
| <input type="checkbox"/> <a href="#">Mandatory Child Abuse Reporting Procedure</a>  | <input type="checkbox"/> <a href="#">Release of Student Records and FERPA</a>                      |
| <input type="checkbox"/> <a href="#">Information Technology: Appropriate Use of Technology</a>                                      | <input type="checkbox"/> <a href="#">Information Technology: Use Rights &amp; Responsibilities</a> |
| <input type="checkbox"/> <a href="#">Smoking Policy – Tobacco Free Campus</a>   | <input type="checkbox"/> <a href="#">Vehicle Regulations</a>                                       |
| <input type="checkbox"/> <a href="#">Substance Abuse Prevention Statements</a>  |  |
| <input type="checkbox"/> <a href="#">Harassment Based on Sexual Orientation, Gender Identity/Expression, Religion or Disability</a> |  |

**Section II – Health and Safety**

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|--|---|
| <input type="checkbox"/> Employee Emergency Manual (in packet)                         | <input type="checkbox"/> <a href="#">Clery Act Compliance Information</a>   |
| <input type="checkbox"/> <a href="#">Bloodborne Pathogen Exposure Procedure</a>        | <input type="checkbox"/> <a href="#">Indoor Environmental Procedure</a>     |
| <input type="checkbox"/> <a href="#">Occupational Injuries and Illnesses Procedure</a> | <input type="checkbox"/> <a href="#">Safety Hazard Correction Procedure</a> |

**Section III – Required Trainings via [SafeColleges \(VectorSolutions\)](#)**

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|---|--|
| <input type="checkbox"/> Child Abuse: Mandatory Reporting             | <input type="checkbox"/> Clery Act Overview                                      |
| <input type="checkbox"/> Diversity Awareness: Staff to Staff          | <input type="checkbox"/> Implicit Bias & Microaggression Awareness               |
| <input type="checkbox"/> Sexual Harassment: Staff to Staff            | <input type="checkbox"/> Title IX: Roles of Employees                            |
| <input type="checkbox"/> Title IX and Sexual Harassment               | <input type="checkbox"/> Title IX and Sexual Harassment Prevention for Employees |
| <input type="checkbox"/> Workplace Bullying: Awareness and Prevention | <input type="checkbox"/> Safety Data Sheets                                      |

**Section IV – Required Trainings via [KnowB4](#)**

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|--|---|
| <input type="checkbox"/> KnowB4 Cyber Security #1 – Security Access Training             | <input type="checkbox"/> KnowB4 Cyber Security #2 – Social Engineering Red Flags                      |
| <input type="checkbox"/> KnowB4 Cyber Security #3 – Your Role: Internet Security and You | <input type="checkbox"/> KnowB4 Cyber Security #4 – Social Media: Staying Secure in a Connected World |
| <input type="checkbox"/> 2022 Common Threats   | <input type="checkbox"/> 2022 KnowB4 Security Awareness   |
| <input type="checkbox"/> 2022 – Your Role: Internet Security and You                     | <input type="checkbox"/> 2022 Kevin Mitnick Security Awareness Training                               |

I, the undersigned, have received copies of and/or been informed of the items listed above.

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Employee Signature

Date