

Certifications:

- Certification will have 60 day target
- Current employees enrolled on Oct 15, 2016
- New employees will be enrolled beginning Oct 16, 2016
- Two certifications
 - Employee/GA certification
 1. Compliance Overview
 2. COI
 3. Computer & Data Security
 4. Employee Safety
 5. FMLA
 6. Preventing Discrimination/Civil Rights
 7. Title IX – employee
 - Student Employee certification (regular & work-study)
 1. Compliance Overview
 2. Computer & Data Security
 3. Employee Safety
 4. Preventing Discrimination/Civil Rights
 5. Title IX – employee

Notifications will be sent via Training Central at the time of the following events:

1. Upon enrollment in certification (employee only)
2. 2 weeks prior to target date (employee and manager)
3. Marked as overdue (day 61) (employee and manager)
4. Upon completion (employee and manager)

Reports:

- Cognos Compliance Certification Report will be administered by CLPD and sent to HR and Summary Org's (Deans/VPs)
 - a. Incomplete report to be sent Nov 15, 2016
 - b. Past due report to be sent Jan 2, 2017
 - c. Special requests for reports need to be approved by Teresa Burgin

Compliance Webpages:

- Compliance – overview page; <https://training.nmsu.edu/annual-compliance-training/>
- FAQ's; <https://training.nmsu.edu/annual-compliance-training/compliance-training-faqs/>

Contact Information:

Center for Learning & Professional Development

575-646-7444

trainingcentral@nmsu.edu