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:

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