

Pursuant to federal and state law, as well as TBR and Vol State policy, all employees are required to complete a variety of training programs on an annual basis. As part of the College's comprehensive prevention and awareness program for employees, the College is pleased to offer the courses listed below for this fiscal year. **Please note that there are two (2) separate courses – completion of BOTH courses is required for all College employees.** It is strongly suggested that you add course completion deadlines to your task list and/or calendar to ensure timely completion – courtesy reminders are not guaranteed. Any employee who does not satisfy the College's Titles VI, VII, and IX training requirements may be subject to discipline in accordance with College policy.

The **Title VI Non-Discrimination** training course has been assigned to all VSCC employees in eLearn. You may access the course by selecting [this link](#) and logging in using your VSCC credentials (or by accessing eLearn and selecting the "2021-2022 Title VI Non-Discrimination Training" course from the *Select a Course* icon at the top of the page). The course is not considered to be complete until you have submitted your Final Assessment quiz answers. You will receive a message indicating completion that will post to your Course Announcements in eLearn.

The **Sexual Misconduct Prevention** course is accessible to all VSCC employees at [this link](#). Since the course is provided via single sign-on (SSO), you will be instructed to enter your VSCC sign-in credentials and/or may be asked to approve access via multi-factor authenticator. This is an online interactive training course that covers Title IX policies and best practices and addresses sexual misconduct, sexual harassment, and interpersonal violence. The course also covers how to respond to disclosures and when to intervene when you witness questionable behavior. The course provider estimates a completion time of approximately 30-45 minutes; however, trainees may start and stop the course as often as needed. You will be credited with completing the course when you are connected to a completion page at the end of the interactive session. If you experience technical issues with the course, please select the "Contact Technical Support" option at the bottom of the course screen to be linked directly to the course provider's IT support team.

DEADLINE INFORMATION: The deadline to complete both training courses is **November 1, 2021**. For adjunct instructors who *only* teach courses during the Spring 2022 term (and are not teaching Fall 2021), the deadline for completion will be March 1, 2022, though those instructors may complete the courses earlier at their discretion. Newly hired employees are expected to complete the training course within their first two weeks of employment to ensure familiarity with College policy and reporting responsibilities. Again, it is strongly recommended that you add course completion deadlines to your task list and/or calendar to ensure timely completion.

If you have any questions or experience an issue accessing the courses, please contact me at 615-230-4873 or allison.marberry@volstate.edu. For any questions about Vol State policies that pertain to Title VI, VII, or IX, please contact Lori Cutrell, Senior Director of Human Resources / Title VI/VII/IX Coordinator, at 615-230-4834 or lori.cutrell@volstate.edu.