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**Title IX Mandatory Training**

**Welcome to UALR!** As a new faculty/staff member, you **are required** to complete Title IX training using a self-paced online program. The training needs to be completed within the first 30 days of hire and you must earn 80 or greater to pass the course. **\*Managers will be notified if not completed.**

Instructions for accessing the self-paced online training program:

* Once you have been processed as a new employee and entered into the BANNER System, you will receive an email from the “University of Arkansas Little Rock” sent by our training vendor, SafeColleges.
* You should follow the instructions provided in the email regarding completing mandatory Title IX training.
* The mandatory courses will be assigned to you and individually listed in your email with the due date for completion.
* You will receive weekly reminders of the assigned training until it is completed.
* There is no need to notify our office of your completed training. We will receive this information through administrator access.

**Frequently Asked Questions about Title IX Training…**

**Q. I am an adjunct faculty member. Do I have to complete the training as well?**

**A.** Yes. All students, staff and faculty are required to complete Title IX training.

**Q. I am a graduate assistant. Which version of the training do I need to  
 complete? Student version? Faculty and staff version?**

**A.** Graduate assistants are required to complete both student and faculty/staff training modules.

**Q. I am a UALR employee attending classes here, do I have to complete the  
 training too?**

**A.** UALR employees attending classes here are required to complete both student   
and faculty/staff training modules.

**Q. Do work-study students have to complete the training?**

**A.** Work-study students are required to complete both student and faculty/staff training modules.

**Q. I already completed Title IX Training at another institution. Since it’s all the  
same, can I just provide my training certificate to satisfy the requirements?**

**A.** Although you may have completed Title IX Training at another institution, you are  
still required to complete Title IX Training at UALR so that our records indicate you’ve   
completed our training and understand our expectations and requirements for Title   
IX compliance.

**Q.** **Who may I contact with questions or for more information about Title IX?**

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| --- | --- |
| LaTonda Williams  **Title IX Director**  [lwdavis@ualr.edu](mailto:lwdavis@ualr.edu) or 501.975.2556 |  |

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**Title IX Mandatory Training Acknowledgement Form**

The University of Arkansas at Little Rock, in an effort to educate faculty, staff and student employees on their responsibilities in creating and maintaining an environment free from sexual discrimination, harassment, and misconduct, requires all employees to complete our online Title IX training module within **30 days** of the day they begin their employment with the university.

I, the undersigned, hereby acknowledge that I have received notice of the University of Arkansas at Little Rock policy stating that within **30 days** of my start date, I am required to complete the Title IX training.

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Signature Date

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Printed Name T-Number

***Please provide the following information:***

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Department Hire Date

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Department Supervisor’s Name Department Telephone Number

The policy for **Title IX – UALR Policy for Sex- and Gender-Based Discrimination, Harassment and Misconduct Complaints, and Complaint Retaliation – 401.7** is located on UALR’s website at: [*http://ualr.edu/policy/home/facstaff/title-ix/*](http://ualr.edu/policy/home/facstaff/title-ix/). If you do not have access to the internet and need a paper copy of the policy provided to you, please indicate below:

\_\_\_\_\_Please email a link to the Title IX policy to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Or**

\_\_\_\_\_ I will pick up a copy of the Title IX policy in person

***Office of Title IX Use***:

Training Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: File