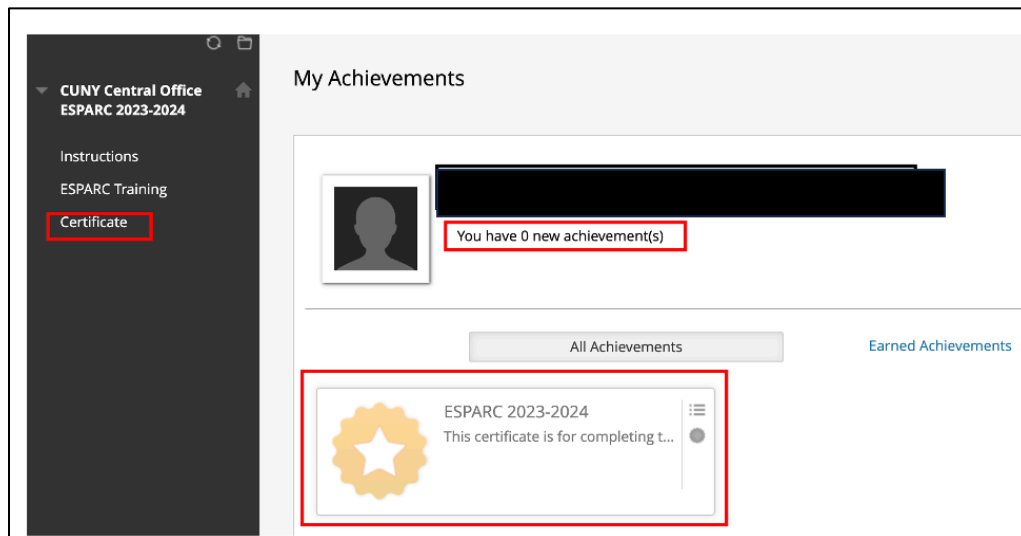


## Compliance Training Frequently Asked Questions

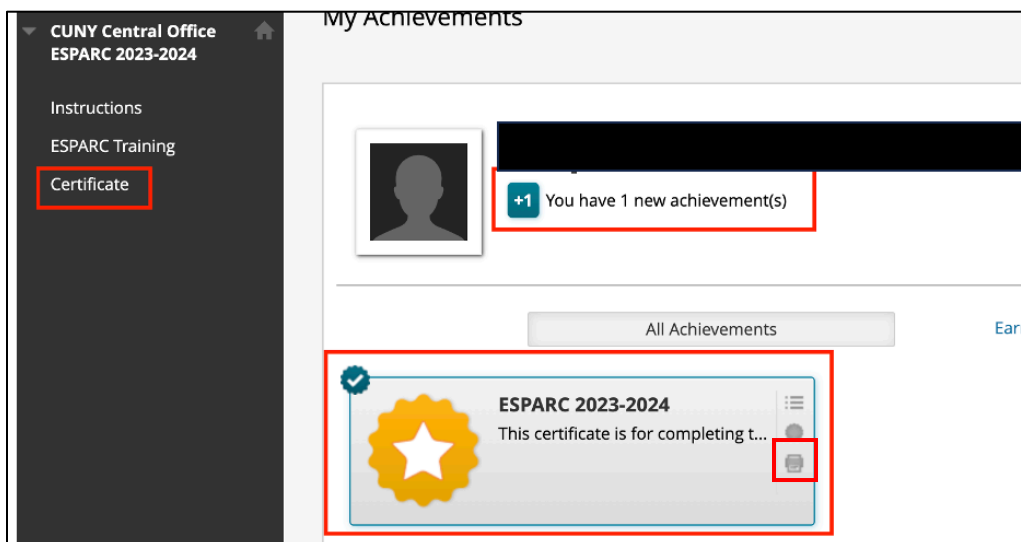
### 1. Where can I find my compliance training certificate after completing the course?

After completing your compliance training, please navigate to the menu on the left-hand side of the screen and click on **Certificate**.

Please note that if your screen looks like the image below (*i.e.*, it states you have 0 new achievements and the certificate itself is grayed out), your Certificate has not been generated, indicating you have **not completed** the course.



When you have successfully completed your course and you navigate to **Certificate**, you will see that your page will now indicate 1 new achievement and the certificate itself is now checked off and there is an option to print it.



## **2. I completed my training, why did my Certificate not generate?**

On the final Thank You page of the training courses in ESPARC and WVP, employees must click on **Mark Reviewed** for their completion to be marked and for the certificate to be generated. If Mark Reviewed is not selected on the final page, the employees' training will remain incomplete, and no certificate will be generated.

## **3. How long does it take to complete the compliance courses?**

WVP and ESPARC can take approximately 30 minutes to complete. If you are taking GBVT, this can take approximately 40-45 minutes. We recommend scheduling time on your calendar to complete the course in one sitting to avoid any technical issues.

## **4. Am I required to complete the Gender-Based Violence Training (GBVT)?**

All Human Resources Professionals and campus supervisors and managers with at least one direct report are required to complete the new Gender-Based Violence Training at least once every academic year. These are the only employees that will have access to the course in Blackboard.

## **5. I am an adjunct professor. Will I get paid for completing the compliance training?**

Per Section 3.4 of the [2019 Memorandum of Agreement for a Successor Collective Bargaining Agreement Between CUNY and PSC](#):

*“Allocation of paid professional hours per college for teaching adjuncts assigned to teach one or more but fewer than 3 classroom contact hours in a single college: two (2) paid professional hours/semester to be used for required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know, etc.); for professional development; for attendance at college orientation sessions; for meetings with the union pursuant to Section 208.4 (b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC; or as otherwise directed by the colleges.”*

## **6. I am currently on a short work break and tried accessing my compliance courses, but I do not see them available on Blackboard. What can I do?**

Employees who are inactive in CUNYfirst due to a short work break, leave of absence, or termination, will not have access to the courses in Blackboard. Employees should try to complete their compliance training courses prior to becoming inactive in CUNYfirst.

## **7. What is the deadline for completing the compliance courses?**

All full-time faculty and staff must have their mandatory annual compliance training courses completed by **Friday, May 31st**. All part-time employees should complete their trainings before the end of the current semester.

Once an employee becomes inactive at the end of the semester, they will not have access to their compliance trainings.

*If you have not already done so, take the time now to navigate to [Blackboard](#) and complete your trainings, which can be found under My Organizations. For any questions or concerns, you can reach out to your [campus compliance administrator](#).*