



OFFICE OF HUMAN RESOURCES

FROM: The Office of Human Resources

TO: All CUNY Employees

DATE: September 4, 2024

SUBJECT: UPDATE - CUNY Compliance Training Academic Year 2024 -2025

We are writing to provide you with information and guidance on the following CUNY compliance trainings: Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC), Workplace Violence Prevention (WVP), and Gender-Based Violence Training (GBVT) course.

The compliance training courses are mandatory by New State Law and specific to CUNY's policies on Sex-Based Misconduct, Campus and Workplace Violence Prevention, and Gender-Based Violence and the Workplace.

We recommend you save this memorandum and reference CUNY's [Compliance Trainings FAQs](#) and [CCNY Compliance Trainings](#) for pertinent information.

Training Requirements

All CUNY employees with an Active Payroll Status are responsible for completing the *Employee Sexual and Interpersonal Violence Prevention and Response Course* (ESPARC) and *Workplace Violence Prevention* (WVP) course. All HR professionals and CUNY managers with an Active Payroll Status are required to complete the *Gender-Based Violence Training* (GBVT) course.

The courses run from August 28, 2024 through May 30, 2025. All CUNY employees must complete the course by May 30, 2025. Part-time employees, including adjuncts, to ensure the University marks your completion, CUNY requires you to complete the courses by May 22, 2025, the end of our campus [Spring Semester](#).

Training Access and Support

ESPARC, WVP, and GBVT are available in CUNY [Blackboard](#) in the Main Menu > Organizations Tab and require your CUNYfirst credentials (i.e., @login.cuny.edu) to access the trainings.

For reference on the Organization and Training page, please visit [CCNY Compliance Training](#).

Please contact Blackboard Support at bbsupport@ccny.cuny.edu or (212) 650-6990 if you require Blackboard technical support.

If you require computer access to complete the training, please contact the campus Tech Center at (212) 650 8752 or visit NAC 1/301 to schedule a reservation.

Note: If your payroll status is inactive in CUNYfirst, you will not have access to the training until your Active status is reinstated. If your CUNYfirst Payroll Status becomes active within the Compliance training season, you will be responsible for completing the trainings by its date.

Compliance Training Administrators

Each campus has assigned Compliance Training Administrator(s) who oversees ESPARC, WVP, and GBVT training courses to track compliance in Blackboard and provide the campus guidance and updates received by CUNY compliance. If you are an employee at more than one campus, the training administrator at your primary campus will only have access to your records in Blackboard. For the list of campus administrators, please reference [Compliance Training Administrators](#).

Compliance Completion and Tracking

Blackboard will generate a certificate of completion when all course steps are complete. We recommend saving a copy of your certificate for records and verification purposes.

If your completion record is not registered in Blackboard, CUNY will email you directly. Additionally, your compliance administrator will also send you completion reminders. If you receive an email notification, please log in to your Blackboard account to check your training record. You may also log into CUNYfirst and navigate to *Human Capital Management > Self Service > Compliance Trainings* to view your training status.

CUNY will notify the campus compliance training administrator(s) if the campus completion ratings are below standards. In turn, your compliance administrator will notify the campus for support to complete the training, including making recommendations such as scheduled training days.

Guidance Summary

We strongly recommend completing the compliance training courses before the due dates to avoid unforeseen delays and to receive critical knowledge of the resources, policies, and procedures as provided in the courses.

For answers to frequently asked questions and campus guides, please reference [Compliance Trainings FAQs](#) and [CCNY Compliance Training](#).

If you have additional questions about the CUNY Compliance training courses and requirements, please contact Andrea Yarde at ayarde@ccny.cuny.edu or (212) 650-7226. We appreciate your compliance and support in helping our campus accomplish its goals.

This communication supersedes the previous announcement.