



OFFICE OF HUMAN RESOURCES

FROM: The Office of Human Resources

TO: All CUNY Employees

DATE: November 7, 2024

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

We are writing to provide you an update on our [previous communication](#) dated September 4, 2024 regarding the three (3) CUNY Compliance Trainings Courses all employees are required to complete on annually (during the period of September to May). The specific trainings are the following:

- Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC)
- Workplace Violence Prevention (WVP)
- Gender-Based Violence Training (GBVT) course.

Current Campus Completion Rating

As of Monday, November 4th our campus completion ratings are as follows:

- Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC):
 - **12.22% Complete**
 - **87.88% Incomplete**
- *Workplace Violence Prevention (WVP)* course:
 - **12.98% Complete**
 - **87.02% Incomplete**
- *Gender-Based Violence Training (GBVT) course* (All supervisors and Human Resources Staff):
 - **2.20% Complete,**
 - **97.8% Incomplete**

CUNY Requirements

In accordance with New York State Law and CUNY's policies and procedures, all employees with an **Active Payroll Status** are required to complete both ESPARC and WVP trainings annually (during the period of September to May). Additionally, employees who supervise at least one

employee are also required to complete the Gender Based Violence Training annually (September to May).

To help ensure the CCNY campus meets its target of 100% completion, please be guided by the information that follows below.

CCNY Campus' Compliance Training Standard

All new hire employees are required to complete the Compliance Trainings within the first **30-days** of their appointment date. Please reference [CCNY Required Training](#) for additional information.

Although CUNY provided May 30, 2025, as the date by which all full-time employees must complete the Compliance Trainings, **HR requests that all full-time and part-time CCNY employees (including Adjuncts) complete the training by December 21, 2024 or by the end of [CCNY's Fall Semester 2024](#).**

Note: If your payroll status is Inactive in CUNYfirst, you will not have access to the training until your Active status reinstated. If your CUNYfirst Payroll Status becomes active within the Compliance Training Season, you will be responsible for completing the trainings by or before CUNY's deadline date.

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.

Please reference [CCNY Compliance Training](#) for training navigation support.

For Blackboard Technical Support, please contact bbsupport@ccny.cuny.edu or (212) 650-6990.

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.

Compliance Training Administrators

Each campus has assigned Compliance Training Administer(s) who oversees ESPARC, WVP, and GBVT training courses, to track compliance in Blackboard and provide the campus guidance and updates received by CUNY. 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](#). **The CCNY Compliance Training Administrators are Andrea Yarde and Cornel Clarke.**

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 Campus Compliance Administrator will send you and your Divisional and

Departmental Offices completion reminders. If you receive an email notification that you have not completed one of the required trainings, 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 > type in the search “Compliance Training”** to view your training status.

CUNY will notify the campus Compliance Training Administrator(s) if CCNY’s 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 your Compliance Training Administrators, Andrea Yarde or Cornel Clarke at HRRelations@ccny.cuny.edu or (212) 650-7226. We appreciate your commitment and support in helping our campus accomplish its goals.

Campus Acknowledgement

We thank all employees who have completed their trainings and for your support in promoting awareness of these important measures developed to help ensure the health and safety of our campus community.

This communication supersedes the previous announcement.