TRAINING SCHEDULE

This Training Schedule details the training requirements for RIT Employees for each calendar year. The Office of Compliance and Ethics is available to help answer any questions regarding training listed below. The schedule and content will be updated as requirements or courses change. The most current Training Schedule is located on the Office of Compliance & Ethics website.

Course Name	Frequency	Requirement	How Offered
Campus Security Authority (CSA) Training	All CSAs at least once	**Role Specific:** Employees of Public Safety; Employees who are responsible for campus security but who are not Public Safety Employees (*e.g.*, Employees responsible for monitoring or providing access to the campus); Employees to whom students are referred to report criminal offenses; Employees who have significant responsibility for student and campus activities, including but not limited to, student housing, student conduct and discipline, resident directors, athletic directors, coaches, faculty advisors to student groups, Employees of student centers, or other extracurricular student activities	Online
Conflict of Interest and Commitment	New Regular Faculty and Regular Staff within 30 days of start	**All new Regular Faculty and Regular Staff**	Online
Cybersecurity Fundamentals	Annually (New Employees within 60 days of start)	**All Employees** *(including student employees)*	Online
Discrimination and Harassment (Including Title IX)	Annually (New Employees within 60 days of start)	**All Employees** *(including student employees)*	Online

TRAINING SCHEDULE

Course Name	Frequency	Requirement	How Offered
Export Controls: A Basic Overview	At least once prior to start of an export control project	**Role Specific:** Employees working on an export controlled project and subject to a Technology Control Plan must complete this training module prior to the start of the project	Online
An Overview of the Foreign Corrupt Practices Act (FCPA)	At least once upon identification by the Office of Compliance & Ethics	**Role Specific:** Employees who regularly travel to foreign countries on behalf of RIT, or who meet with foreign government officials, employees of foreign countries, or employees of government-owned or controlled entities such as state run universities	Online
Protection of Minors: Identifying and Reporting Misconduct and Abuse	Annually	**Role Specific:** Employees who have or will have significant contact with minors	Please contact the K-12 University Center for information

ADDITIONAL TRAINING RESOURCES		
Course Name	**Recommended Audience**	**How Offered**
The Family Educational Rights and Privacy Act (FERPA)	Employees who have access to student educational records (records directly related to a student and maintained by RIT), including but not limited to the Student Information System (SIS)	Periodic in-person and Zoom sessions offered by the Office of Legal Affairs
Risk Assessment Workshop	Employees who are members of the risk and compliance committees. The module provides step-by-step instructions regarding how to conduct a risk assessment either as part of the university's enterprise risk management risk assessment process, or as a general resource	Please contact Institute Audit, Compliance and Advisement (IACA) for information
Finding Affirmation and Supporting Others in the Workplace	To help new employees at RIT learn about our values of respect, community and well-being. The module, which is voluntary, will provide new employees with campus resources, common language, skills, and strategies for navigating a workplace of diversity of identity, experience and thought.	Online
Neurodiversity in the Classroom and at Work	For RIT employees to learn about and apply best practices for creating environments that welcome and support neurodivergent colleagues and students. This module is voluntary.	Online