

Critical Training Recertification & Updates

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Critical Training Re-Certification Timeline



Critical Training Modules

IT Security
Training

Ethics in the
Workplace

Protected
Leave

Mandatory
Reporting of
Child Abuse

Equal
Opportunity &
Access Topics

- ▶ Preventing Sexual Misconduct
- ▶ Discrimination & Other Prohibited Behavior
- ▶ Inclusion & Access

Critical Training Re-Certification Module Enhancements

Updated Content

Improved Learning Experience

- ✓ **Accessibility**
 - Audio Narration
 - Captions
 - Transcripts (English + Spanish)
 - Resource documents (English + Spanish)
- ✓ **Clear Learning Objectives**
 - Streamlined & aligned content
- ✓ **Knowledge Checks**
- ✓ **Quality Standards**
- ✓ **Consistent Presentation Style**

Critical Training Re-Certification Module Enhancements

Original Module Time to Complete		Refreshed Module Time to Complete		
EOA	01:37:51.8	00:48:26.9	EOA – Inclusion & Access	00:20:20.1
			EOA – Discrimination & Prohibited Behaviors	00:13:10.0
			EOA – Preventing Sexual Misconduct	00:14:56.8
Ethics	00:25:14.0	00:24:05.5	Ethics	
Information Security	01:01:33.4	00:33:57.0	Information Security	
Mandatory Reporting of Child Abuse	00:35:00.6	00:15:29.7	Mandatory Reporting of Child Abuse	
Protected Leave	00:38:29.0	00:19:28.7	Protected Leave	
<u>TOTAL</u>	<u>04:18:08.8</u>	<u>02:21:27.8</u>	<u>TOTAL</u>	

Improved Reporting

Prior Reporting Method

- Manual process – generated once per month
- Generated for Senior Administrators
- Distributed via BOX with listserv notification
- Only indicated employees out of compliance

New Reporting Methods

- Generated on-demand
- **CORE Reports for managers & supervisors**
 - Assigned start & end dates
 - Timesheet Org Unit
 - Employee Timesheet Org
 - Supervisor ID
 - Complete, incomplete, or all module progress
- **Tableau Dashboards for senior administrators**
 - University summary (ability to drill down from unit to supervisor)
 - View breakouts by critical training program

Access & Accommodation Considerations

Common cases

- Individuals who experience disabilities
- Individuals or groups who use English as a second language
- Individuals or groups who work offsite or are field-based
- Groups who are part-time, temporary, or < 12-month employees
- Groups who don't use computers or are not office-based

*Our goal is to maximize flexibility
in delivering training
to those who face barriers*

Resources

- Accommodations for individuals
- Access Program – for groups
- Deadline Extension Process

Critical Training Recertification Process

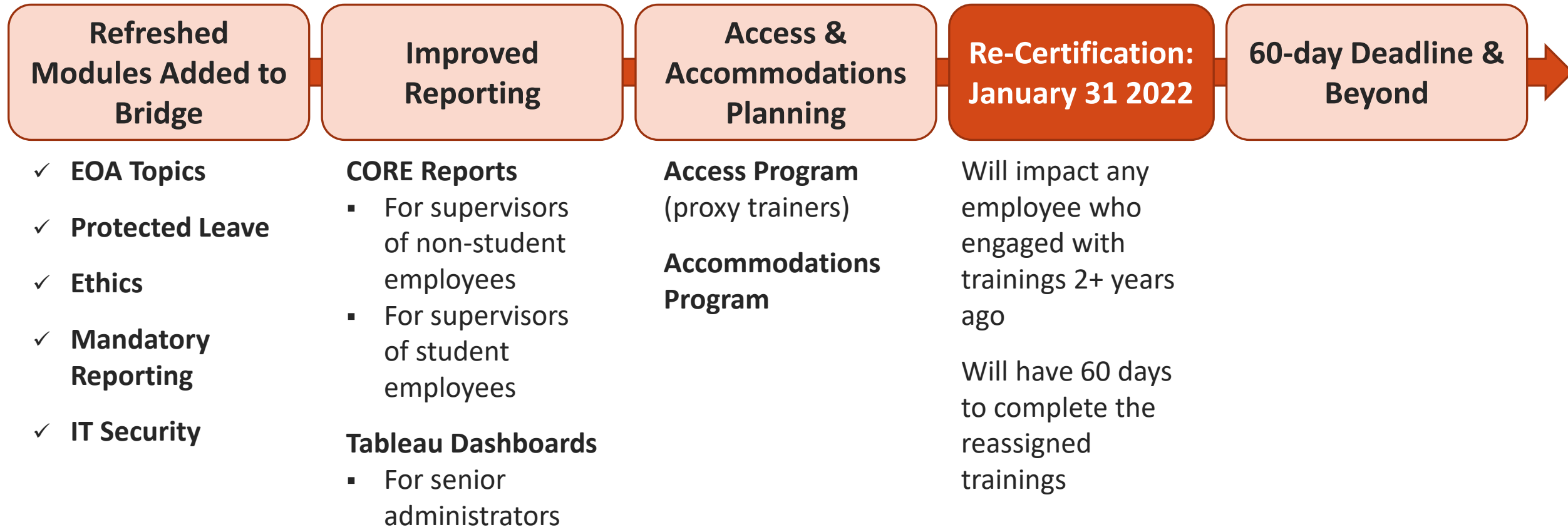
Recertification will be initiated on January 31, 2022

- Will impact any employee who engaged with trainings 2+ years ago
- Courses will be reassigned on a one- or two-year cycle depending on the course

The Recertification cycle

- Employee receives system notification to retake training
 - **No action is required until the employee receives a notification email from Bridge!**
- Employee has 60 days to complete training
- Training is then reassigned on a regular schedule based on completion date

Critical Training Re-Certification Timeline



Resources

Self-Service for Employees & Supervisors

- Critical Training Program Website:
<https://hr.oregonstate.edu/osu-critical-training-program>
 - [Critical Training Program FAQs](#)

Reporting for Supervisors

- [CORE Critical Training Reports](#) (for Managers & Supervisors)

Contacts

- Technical (Bridge) Support:
training@oregonstate.edu
- Critical Training Program Staff:
hr.training@oregonstate.edu
- Your Human Resources Strategic Partner:
<https://hr.oregonstate.edu/about-us/hr-staff-directory#hrsp>

Thank you!

OSU CRITICAL TRAINING PROGRAM