Critical Training Recertification & Updates
Critical Training Re-Certification Timeline

- Refreshed Modules Added to Bridge
- Improved Reporting
- Access & Accommodations Planning
- Re-Certification: January 31 2022
- 60-day Deadline & Beyond
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

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<th>Module</th>
<th>Original Module Time to Complete</th>
<th>Refreshed Module Time to Complete</th>
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<td>EOA - Inclusion &amp; Access</td>
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<td><strong>02:21:27.8</strong></td>
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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

- **Refeshed Modules Added to Bridge**
  - EOA Topics
  - Protected Leave
  - Ethics
  - Mandatory Reporting
  - IT Security

- **Improved Reporting**
  - CORE Reports
    - For supervisors of non-student employees
    - For supervisors of student employees
  - Tableau Dashboards
    - For senior administrators

- **Access & Accommodations Planning**
  - Access Program (proxy trainers)
  - Accommodations Program

- **Re-Certification: January 31 2022**
  - Will impact any employee who engaged with trainings 2+ years ago
  - Will have 60 days to complete the reassigned trainings

- **60-day Deadline & Beyond**
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