

## Required Online Training

### 1. Family Educational Rights and Privacy Act (FERPA)

Just what can you reveal and not reveal about student records and information? Learn how to protect the confidentiality of our students' educational records.

The University of North Georgia receives funding from programs administered by the U.S. Secretary of Education, and therefore must comply with the Family Educational Rights and Privacy Act (FERPA). UNG employees are legally responsible for protecting the confidentiality of our students' education records.

**In response to our role as “custodian” of students' records, all UNG employees must complete FERPA training as a requirement of their employment at UNG.**

### 2. Right to Know Program

Toner from a copy machine fell from a top shelf and busted open. Do you get the broom and a dust pan, and start cleaning up without taking any precautions? Find out what those labels mean!

The Public Employee Hazardous Chemical Protection and Right to Know Act was enacted by the State of Georgia to ensure worker protection from hazardous chemicals that may be encountered in the workplace.

As required by this law, University of North Georgia has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area. A copy of this plan is available through the Human Resource Department or by contacting the University's Right to Know Coordinator at the Environmental Health & Safety office at 678-717-3434.

A requirement of the university's plan is that employees receive training. Under this plan, there are two training requirements:

1. Basic RTK Training

**New employees must complete training within three days of starting work and current employees must complete training annually during open enrollment.** Every UNG employee must receive basic training, which provides general information about the Right to Know Act and its provisions. The University offers this basic training by having new employees take the online training. It takes approximately 15 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

2. Chemical-Specific RTK Training

- **All UNG employees who handle hazardous chemicals must receive chemical specific training each year.** Chemical-specific training provides the employee with information on the safe use and storage of hazardous chemicals. Written documentation of chemical- specific training must be maintained for a minimum of three years in the employee’s work area training or personnel file.
- All personnel who handle chemicals will find excellent chemical-specific Right to Know training in Percipio. It takes approximately 20 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

### 3. Ethics Training

What is right? What is wrong? What do I report? It can be cut and dry, or it can be quite confusing. Learn more about how we can create a safe and ethical environment.

To ensure that all active employees of the University System of Georgia (USG) are cognizant of and adhering to their obligations with respect to the **USG Ethics Policy**, the **Board of Regents** has established as a condition of employment the successful completion of initial and ongoing training and certification as required by board policy on Ethics training.

**All actively employed USG Employees are expected to complete the USG training and certification within 90 days of their initial day of employment as a condition of employment. This policy also covers student employees of the USG.** The USG may require periodic “refresher” ethics training and related certification courses.

### 4. Harassment and Discrimination Training

Employment and workplace discrimination on the basis of color, race, religion, sex, age (40 years or older), national origin, genetic information, or disability.

To ensure that all active employees of the University System of Georgia (USG) are cognizant of and adhering to their obligations with respect to employment laws and equal opportunities, UNG has established as a condition of employment the successful completion of initial and ongoing harassment and discrimination training.

Please contact Human Resources if you require an accommodation to complete any of these trainings. Further questions regarding these requirements may be referred to the Training/Development Specialist at 678-7147-3782. Updated 5/18

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## 5. Conflict of Interest (COI) and Outside Activities

In an effort to ensure the University of North Georgia complies with [UNG and USG policies](#) and state law, you will be asked to complete training covering conflict of interest and outside activities and business relationships. These certifications of compliance are mandatory for all employees (including Part-time) and is now a two-step process. First, you must access Percipio and find the Conflict of Interest course in your learning plan.

Once the course is finished, there will be a link that takes you to complete the [Conflict of Interest Disclosure Form](#). This form must be completed, even if there are no Conflicts of Interest or Outside Activities to report.

### ACCESS Percipio TRAINING:

1. The training and certification is made available through the Percipio eLearning system. Within 30 days of your employment, your UNG network credentials will be enrolled in Percipio, and you will have access to all trainings.
2. Log into Percipio through <https://ung.percipio.com> using your network credentials for the Single Sign-On Portal, and your 2-factor authentication as set up for OneUSG.
3. Launch any of these courses under Featured Content on your homepage, or under your assigned Learning Plan along the top menu bar.
4. You will be required to watch and complete all of the aforementioned trainings, completing the quiz assessments, and complete a compliance agreement. Notice of completion will be sent to HR.

Please contact Human Resources if you require an accommodation to complete any of these trainings. Further questions regarding these requirements may be referred to the Training/Development Specialist at 678-7147-3782. Updated 5/18