

UNIVERSITY OF WISCONSIN - SUPERIOR
Student Employee Required Training Acknowledgement

As a student employee, I acknowledge that I am required to complete the trainings listed below within the specified time-frame listed. Failure to complete these trainings may result in contract(s) termination until all trainings have been successfully completed.

Additional trainings may be assigned by the department in which I work, the Student Employment Office, and/or the Environmental Health and Safety Director.

Training	Due Date	Completed Certificate	Annual Training?
Executive Order #54	Within 1 week of start date.	Will automatically be sent to the Student Employment Office upon completion	No, only required to complete upon initial hire.
Harassment & Discrimination Prevention	Within 30 calendar days of start date.	Will need to send completed certificate as an attachment to studentemployment@uwsuper.edu	Yes, required to be retaken every year (February).
FERPA	Within 30 calendar days of start date.	Will need to send completed certificate as an attachment to studentemployment@uwsuper.edu	No, only required to complete upon initial hire.
Data Security Training	Within 30 calendar days of start date.	Will need to send completed certificate as an attachment to studentemployment@uwsuper.edu	Yes, required to be retaken every year (February).
Diversity: Inclusion in the Modern Workplace	Within 30 calendar days of start date.	Will need to send completed certificate as an attachment to studentemployment@uwsuper.edu	Yes, required to be retaken every year (February).