

ALL employees, including student workers, AND university affiliates/contractors/units/centers are required to complete the online training.*

Here are some Frequently Asked Questions (FAQs) regarding this requirement:

I took the online courses last year. Do I still need to take these courses again?

- Yes. These trainings are required for every employee each academic year. The Title IX Sexual Harassment/Sexual Violence and Protection of Minors training already completed was for the previous academic year. The emails/links provided in August (or after a new hire completes all payroll paperwork) are to fulfill your requirement for the current academic year.

I am not technically an IUP employee, although my work is related to the university. Do I need to take the training?

- Yes. All university affiliates/contractors/units/centers who have contact with IUP students and employees are required to take the training. This would include personnel in the following entities: American Language Institute, Aramark, Community Music School, Criminal Justice Training Center, Foundation for IUP, Kovalchick Convention and Athletic Complex, OSHA Consultation Program, Rural Health and Safety, Student Cooperative Association, Research Institute, ROTC, and the University Museum. These persons have an IUP email address and are entered into SAP.

Do my student workers need to complete this training?

- All student workers are required to complete both of the online courses. They should check their IUP email address for their own email/link from PASSHE.

My coworker/friend/student worker can't find their email. Can I forward mine to them?

- No. You can NOT share emails/links as they are individualized so that each person is recorded correctly in SAP. Contact social-equity@iup.edu for assistance.

As our department hires new employees, how can we be sure that they receive the PASSHE training access email?

- Once newly hired employees, including student workers, complete all of their payroll paperwork, the training email will automatically be sent to their IUP email address. (Again, supervisors of all student workers should be sure that their students have completed both of the trainings in a timely manner.)

May I provide a copy of a completed Mandated Reporter training taken for my coursework/employment at another institution as an exemption for the Protection of Minors training?

- No. All personnel must complete the PASSHE/IUP courses.

****Exception to Online Training: The material contained in the Lawroom training may be intense and trigger emotional responses in some participants. If you believe you would be better served meeting the training requirement through a one-on-one personal conversation with the Title IX Coordinator, please email social-equity@iup.edu, or call the Office of Social Equity at 724-357-3402.***

If you have further questions about the training requirement, please contact Karen Mathe in the Office of Social Equity at social-equity@iup.edu.