Compliance Tip for the Month – August 2020

Annual FERPA and ETHICS Training

Annually, University employees are required to complete video-based FERPA and Ethics training. Each training is less than 18 minutes and includes review questions at the end of each video series. The video-based trainings are available on the Online Training landing page utilizing the following link.

[MTSU Online Training Landing Page]

The following are additional details concerning the trainings:

1. Both FERPA and Ethics trainings for 2020 include compliance tips regarding COVID-19.

2. Completion of the FERPA training is mandatory for:
   a. Full-time employees
   b. Part-time employees
   c. Student-workers
   d. Graduate Assistants/Fellows

3. Completion of the Ethics training is mandatory for:
   a. Full-time employees
   b. Part-time employees

4. Training completions are tracked for compliance purposes, and department/division managers can request access to the tracking database to monitor training completions for their areas.

5. Both the FERPA and Ethics trainings should be completed by employees no later than October 30, 2020.

For technical issues and/or questions regarding the trainings, please contact the Office of Compliance and Enterprise Risk Management at caerm@mtsu.edu.

Thank you for your cooperation and assistance.

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