

Berkeley People & Culture

Required Trainings for Faculty

Faculty members have a total of seven (7) required trainings (with one additional refresher training). Some trainings are a one time requirement, while others must be renewed annually.

Five courses are required to be completed once :	Three courses must be retaken within a certain amount of time:
<ol style="list-style-type: none">1. General Compliance Briefing: UC Ethical Values and Conduct2. UC Ethics & Compliance Briefing for Researchers3. UC Abusive Conduct in the Workplace4. Workplace Safety <p>Particularly Relevant to Faculty:</p> <ol style="list-style-type: none">1. FERPA: PRIVACY OF STUDENT RECORDS (BERIG003)2. Disability, Accommodation, & Access in the UC Classroom (BEDSP100)3. AI Essentials at UC Berkeley (BEAIE001)	<ol style="list-style-type: none">1. UC Cyber Security Awareness Fundamentals<ol style="list-style-type: none">a. Must be renewed <u>annually</u>2. UC Sexual Violence and Sexual Harassment Prevention for Supervisors, Faculty and MSP<ol style="list-style-type: none">a. Must be retaken every 2 years.3. The “<i>Preventing and Responding to Sexual Violence and Sexual Harassment (SVSH): Supervisors, Faculty, MSP Refresher</i>” is taken inbetween.<ol style="list-style-type: none">a. Alternates with item 2 (above)

Frequently Asked Questions (FAQ)

- **Q: Why does the UC Learning Center say my training isn't complete when I recently completed it already?**
 - A: If you completed a course but the UC Learning Center says you haven't received the “Acquired” status, reopen the course and make sure you follow the instructions to close the course, such as specifically clicking buttons that say “Exit” or “Finish”.
- **Q: Why do I have to retake the SVSH training? Why am I assigned this training?**
 - A: Please visit: svsh.berkeley.edu/required-training-policies/svsh-training-employees-faqs
- **Q: Why am I still receiving reminders for a former employee? Who do I contact?**
 - A: Contact your HR representative to ensure your former employee is properly updated on UCPath.
- **Q: Why do I need to complete a training I had completed a year or more ago?**
 - A: The UC Cyber Security Awareness Fundamentals and UC Sexual Violence and Sexual Harassment Prevention for Supervisors, Faculty and MSP trainings need to be retaken within a given timeframe. Thus, you need to complete the training within the given timeframe by clicking on the “Start” button and selecting “Restart” when the pop-up appears.

If you have any additional questions or technical issues, please review the foundational skills page at <https://hr.berkeley.edu/grow/grow-your-skills/useful-learning-links/foundational-skills-required-training-0> or contact the UC Learning Center team at: learningcenter@berkeley.edu.