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### Full Training

Kean University

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#### Recommended Citation

Kean University, "Full Training" (2021). *Evidence Inventory*. 264.  
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## Full Training

### Abstract

Every year State Officers (Full Time Faculty and Staff) or Special State Officers (Part-Time Employees, Academic Specialists, Adjuncts) must complete training. The full ethics training is a 45 minute video that they have to watch and a receipt is produced at the end and sent to the ELO. This full training must be completed every three years by all Full Time Faculty and Staff. In the years between the three years, there is an Ethics Brief Training that they have to view as a refresher. This also generates a receipt that is sent to the ELO. The ELO keeps an excel spreadsheet of all completed training, brief training, and when the employee is due to take the Full Training. Special State Officers (part-time employees and Academic Specialists) have to only take the brief training. Adjuncts must read an ethics brochure every year and acknowledge that they read it to the ELO.

### Keywords

Standard II, Training, Employees

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## Online Training

### [State Employee Training Module](#)

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## How do I verify completion of on-line ethics training?

At the end of each training module, there is a form that State Employees and Special State Officers must fill out to verify training completion. State Employees should use their work e-mail address when filling out the form.

After filling out the form, receipts for completion of each module will be sent to the e-mail address used for registration.

State Employees and Special State Officers should forward a copy of the e-mail receipts to their Ethics Liaison Officer and keep a copy for their records to verify successful completion of the ethics training program.

updated: July 19th, 2019

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