

Frequently Asked Questions

2023 Annual University Compliance and Ethics Training – UConn and UConn Health

1. What is the deadline to complete the training this year?

All employees will have access to complete the training starting Monday, February 6, 2023, and are required to complete the training by Friday, May 26, 2023.

2. How can I complete the training?

University Compliance provides the training in two different ways. Employees can take an online self-paced learning module on the Learning Management System. Employees are also welcome to participate in a live WebEx training facilitated by University Compliance staff.

3. Do I have to complete both the online module and the live WebEx training?

No. Employees are required to take one or the other. Both training modalities cover the same content.

4. What is the benefit of taking the live WebEx training?

The live WebEx training allows participants to ask questions throughout the training and engage with University Compliance staff, which may work for some employees learning preferences.

5. How do I register for a WebEx Training?

Through your Learning Management System, there is a link to sign up for the live WebEx Training. There are several dates provided and all live trainings are open for employees on all campuses.

6. Are there any resources or materials I need to have in order to complete the training?

No. There is nothing that you are required to have in order to complete the training. University Compliance has made the training presentation and other materials available, which can be accessed at: <https://compliance.uconn.edu/training/2023resources>. This allows for participants to read along and refer back to the content covered. Additionally, University Compliance has compiled a resource document of all the additional resources referenced throughout the training.

7. What is covered in the 2023 training this year?

This year, like others, the training covers the required components of:

- 1) ***The University's Code of Conduct***: In this portion of the training, employees will learn about their responsibilities as members of the UConn and UConn Health community, options for reporting compliance concerns, and the University's Non-Retaliation policy.
- 2) ***The University's Guide to the State Code of Ethics***: This section covers the State's Code of Ethics and how it applies to employees at UConn and UConn Health. Employees will learn about their responsibilities as Connecticut State employees, as well as potential penalties for non-compliance.
- 3) ***Key Compliance Requirements***: This section of the training covers information related to the appropriate Use of University Funds and obligations for Clery Compliance. Employees involved in research at UConn or UConn Health will also be provided with key reminders related to compliance with Export Control laws and policies.

8. How long will the training take to complete?

The online training module will take approximately 50 - 60 minutes to complete depending on the pace at which you answer the test your knowledge questions.

If you choose to take the training through one of our live WebEx trainings, we ask participants to block off 90 minutes for the training. While the live training likely will not take that long, in order to provide time for participant questions and engagement, we have allotted additional time.

9. I don't have the amount of time needed to complete the training in full right now. Can I complete a part of it now and finish later?

Yes. The training is designed to be self-paced in three modules if you choose to complete it through the online training module. Within each module, there are a number of slides. Once a learner views an entire slide, the Learning Module records it as being complete. A learner can complete an entire module and come back to finish the other modules later, or could complete a number of slides within a module and return later to finish it up.

10. If I am retiring am I still required to complete the training?

The deadline for all current employees to complete the training is May 26 even for those who are planning their retirement.

11. I am on a leave from the University (i.e. sabbatical, FMLA, maternity leave) during the timeframe the training is available. Do I have to do the training?

Employees who are on a University sanctioned or supported leave will not be required to complete the training while they are out. Once an employee returns from their leave, they will be given 90 days from their return date to complete the training.

12. Why can't I fast forward or skip through the training?

The training is designed to allow participants to experience each section of the training and retain the information provided, which includes locking the permissions to fast forward through the training. After each section of the training, participants will be free to rewind the modules to review, if desired. All information provided in the training is important for all of our employees to receive and understand. Fast forwarding through the training would be contrary to the purpose of providing the training.

13. I am having technical issues with the online training module and cannot get the modules to load. What do I do?

If you have not tried to complete the training in a new web browser, please do. With that, only use browsers that support TLS 1.1 and TLS 1.2. Some of the previously common browsers that will be impacted are as follows:

Browser	Operating System	Java Runtime Environment (JRE)
Apple Safari 14.0.x or later	Mac OSX 10.6.x	Any JRE supported by your web browser that works with your SBX Publisher and third-party content.
Microsoft Edge	Windows 10	
Mozilla Firefox (latest available version)	Any operating system that supports these browsers	
Google Chrome (latest available version)	Any operating system that supports these browsers	

For more information or a comprehensive list of supported browsers visit:
<https://www.hr.uconn.edu/learningatwork>.

If after changing your browser you continue to have issue loading and/or viewing the modules, please contact the modules:

- Clear your browser cache: [Clearing the cache in web browsers](#)
- Check for browser updates
- Restart your computer

If after completing the above you continue to experience system issues, please contact your campus system administrator:

UConn Storrs and Regional Campuses: learningatwork@uconn.edu

UConn Health: Chris Desjardins (cdesjardins@uchc.edu)

14. How can I print my certificate after completing the training?

To print the certificate of completion after taking the training, follow these steps in the Learning Management System:

1. Navigation: Home Page > Me
2. Click “Completed Learning” in the left navigation pane
3. Click “Print Certificate” for the applicable web based training course

For employees who complete the training through a live WebEx session, follow these steps in the Learning Management System approximately 1 week after completing the training:

1. Instructor led training (ILT) courses display the View Summary button
2. Click drop down arrow to the right of “View Summary” and select “Print Certificate”.

15. I already completed this training last year. Do I have to do it again?

University Compliance and Ethics Training is an annual training requirement of all UConn and UConn Health employees; therefore, it is required for you to complete the training again this year. While some of the content in the training is a reminder of previously provided information, there is also new information included that is important for all employees. We thank you, in advance, for completing the training.

16. Is there an option to “test out” of having to complete the training?

While there is not an option to completely “test out” of being required to complete Annual University Compliance and Ethics Training, this year’s training provides participants with opportunities to skip certain parts by demonstrating their knowledge of certain topics. This approach aims to provide a more personalized and efficient learning experience.

17. I don’t have the amount of time needed to complete the training in full right now. Can I complete a part of it now and finish later?

Yes. The training is designed to be self-paced in three modules. Within each module, there are a number of slides. Once a learner views an entire slide, the Learning Module records it as being complete. A learner can complete an entire module and come back to finish the other modules later, or could complete a number of slides within a module and return later to finish it up.

18. I work at UConn Health and already completed a series of compliance trainings. Why do I have to complete this and how is it different?

We recognize that our employees at UConn Health have a number of compliance-related trainings to complete each year to ensure compliance with healthcare, privacy, and IT security regulations and requirements. These trainings are specific to a health care setting, which is unlike other UConn campuses. This training is a University-wide training that is applicable to all campuses including UConn Health. The content within this training is different from those other compliance trainings as it covers topics such as the Code of Conduct, the State Code of Ethics, and key updates and reminders.