In compliance with New York State law and CUNY Policy, ALL CUNY employees are required to complete training in Workplace Violence Awareness (WPV) and Employee Sexual Misconduct Prevention and Response Course (E-SPARC) *each academic year*.

The **2020-2021 academic year** WPV and ESPARC trainings are now available to employees via **CUNY Blackboard**. Once in Blackboard, the link to complete the training is found in the *My Organization* section. Part-time employees *must* complete this training **before the end of the current semester**. Full-time employees must complete this training before **July 30, 2021**.

****PLEASE READ THE FULL INSTRUCTIONS BEFORE BEGINNING TRAINING****

*Please allocate at least 30 minutes of dedicated time **per training** to complete each training in one sitting (1 hour if you are doing them consecutively). The training modules do not allow you to pause/resume the slides. If you pause/ resume the slides, your progress will NOT be saved. Please note that the training window AND the initial Blackboard tab in your browser must remain open for your completion to be registered. Failure to follow these recommendations will result in technical issues and lost progress. You will need to start the training from the beginning.*

Flash Player is no longer needed; however, you may still need to allow pop-ups. It is also recommended that you complete this training using either Google Chrome, Microsoft Edge, or Mozilla Firefox web browsers. There are known compatibility issues using Safari. Although the training is accessible on most mobile devices, CUNY recommends utilizing a desktop/laptop to complete training.

1. Open Blackboard
2. Click on either the **WPV or ESPARC Training** under the **My Organizations tab** in the course menu on the left.
3. The training will open in a new window. You may need to select "Click here to open the session." *Please keep the initial Blackboard window/tab open for your completion to be registered. Do not close any open browser tabs.*
4. To advance to the next slide within the course, click on the **Next Slide** button, which will appear on the bottom of each slide after an allotted amount of time. To formally close the training window and have your training completion registered, you must view every slide, pass the required quizzes AND click **Submit** on the final slide.
   o *We recommend taking a screengrab of the final slide BEFORE you click the submit button for EACH training. In the event of a system error, this will ensure you have proof of completion to submit to HR.*
   o Once the training window formally closes, the initial Blackboard window/tab will update and register your completion. **Exiting the training window *without* clicking Submit on the final slide will result in the failure to record your training completion. You will be required to retake the training.**
5. NYS Law requires all employees be given specific information regarding the workplace violence risks in their work environment during employee training. Click on **Campus-Specific Information** listed in the course menu on the left to access this information. You can also view your campus' Training Administrators here.
6. After completing training, you can access your completion certificate by clicking on the **Training Completion Certificate** in the course menu on the left. If you experience issues accessing your certificate, please restart your Blackboard session *(log-out and log back in)*. Blackboard sometimes takes a few minutes to update your progress.
7. To complete the training not taken, you will need to go to the BlackBoard home page, My Organizations, and select the training you need to complete.