



CISCO COLLEGE

## EEO Training Acknowledgment

I have received notification from Human Resources of the requirement to complete EEO Training as a new employee of Cisco College. I understand that prior to employment, I must complete the training, print a certificate, and provide a copy of the completion certificate to the Human Resources Office. I understand that I will have to re-certify this training every two years, if still employed with Cisco College. I also understand that the link to take the course may be accessed by me as indicated below:

- Go to the Cisco College website ([www.cisco.edu](http://www.cisco.edu)).
  - Select "Faculty & Staff"
  - Select "Current Employee"
  - Under "Forms and Information"
  - "Equal Employment Opportunity (EEO) Training"

I have also been provided a copy of the EEO Training Instructions to assist me in completing the training.

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Name

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Date



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## EEO Training Instructions

All Cisco College employees (full-time/part-time) are required by law to complete the Equal Employment Opportunity Training upon initial employment and every two years thereafter. An updated Computer Based Training (CBT) has been made available to us by the Texas Workforce Commission. Please be prompt about completing this required training. Upon completion please **send a copy of your certificate or score to the HR Office.** Your EEO training completion date is tracked in your Payroll System Record, and a copy is filed in your personnel file.

You will be reminded via email four weeks prior to your 2-year completion date so you will have sufficient time to take the course again and submit your new Completion Certificate by the 2-year mark from your previous training.

### **To Take the EEO Training:**

1. Go to the Cisco College website ([www.cisco.edu](http://www.cisco.edu)).
  - Select "Faculty & Staff"
  - Select "Current Employee"
  - Under "Forms and Information"
  - "Equal Employment Opportunity (EEO) Training"
2. Login Information is as follows:
  - You will be prompted to enter your information
  - This will take you directly into the course
3. You can stop the course to go back to finish it at a later date. However, you cannot start the course over again or change previously completed answers. The course will simply pick up at the point you stopped.
4. When you are prompted at the end of the course to enter your "Agency Code," you should enter "Cisco College & Your name," (EX: Cisco College -Jane Doe). This information will be used for your completion certificate. Select "Print Certificate." Once printed, then select "Finish." **AND SEND AN EMAIL TO YOURSELF WITH THE SCORE. HR MUST HAVE A COPY OF YOUR CERTIFICATE OR SCORE IN ORDER TO GIVE YOU CREDIT FOR COMPLETING THE COURSE.**

## EEO Training Updated

Sec. 21.010. EMPLOYMENT DISCRIMINATION TRAINING FOR STATE EMPLOYEES. (a) Each state agency shall provide to employees of the agency an employment discrimination training program that complies with this section.

(b) The training program must provide the employee with information regarding the agency's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment.

(c) Each employee of a state agency shall attend the training program required by this section not later than the 30th day after the date the employee is hired by the agency and shall attend supplemental training every two years.

(d) The commission shall develop materials for use by state agencies in providing employment discrimination training as required by this section.

(e) Each state agency shall require an employee of the agency who attends a training program required by this section to sign a statement verifying the employee's attendance at the training program. The agency shall file the statement in the employee's personnel file.