

Training Tracker

Employee Name:	UFID:
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Mandatory Training For All PPHP Employees

All training courses are accessed by navigating to myUFL > My Self Service > Training and Development > myTraining > Activity Search by course code (noted below) unless a direct link has been provided. (PLEASE NOTE – IT IS RECOMMENDED TRAININGS IN MYTRAINING SHOULD BE TAKEN ON CHROME OR FIREFOX BROWSERS ONLY)

Title and Course Code	Who Needs It?	Renewal Period
HIPAA – General Awareness, PRV800	HIPAA – General Awareness is for all workforce members, (including HSC employed students and volunteers) who work or study within any of UF’s healthcare components or affiliated entities. This requirement must be met immediately upon employment.	Annually
Protecting UF: Information Security Training, ITT102	All new employees at UF within the first 30 days of employment.	Every 2 years
Compliance & Ethics: Doing Your Part For The Gator Good, OOC101	All new employees at UF within first 30 days of employment.	Every 2 years
Title IX Training for University of Florida Employees, GET803	All new employees at UF within first 30 days of employment.	Every 2 years

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Compliance Training That May Be Required

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Title and Course Code	Who Needs It?	Renewal Period
Supporting Students in Distress, GET811	All new TEAMS and faculty hires. (Replaced KOG100, on 2/28/24)	N/A
FERPA Basics, PRV802	FERPA Basics is for all workforce members who have access to student records and/or interact with students. All volunteers are required to complete PRV802.	Every 2 years
New Employee Orientation 1 st Friday of Pay Period 10:00am – 11:30am https://ufl.zoom.us/j/93355691334	All new TEAMS hires.	N/A
Protecting Social Security Numbers & Identity Theft Prevention, PRV804	All UF personnel who routinely work with payment card data, consumer reports, or similar financial information; and those who request special use or collection of SSNs. Additionally, it is strongly recommended for those who may have access to SSNs directly or indirectly. All volunteers are required to complete PRV804.	Annually
Hiring at UF, GET251	Everyone who serves on a faculty search committee, regardless of salary plan.	Every 3 years

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Additional Training Specific to Your Position

<u>Research Trainings</u>	In order to conduct research safely and in compliance with regulatory requirements, there are many trainings that need to be completed by faculty and staff researchers.
<u>UF Compliance Trainings</u>	A comprehensive list of UF compliance trainings should be reviewed for additional training that might be required for our employees.

Additional information about how to access myTraining:

[Employees](#)

[Department administrators](#)