TO: Applicable Staff
FROM: Patricia A. Cody, Esq.
Chief Diversity Officer, Title IX Coordinator
SUBJECT: Title IX On-Line Training

New York City College of Technology (City Tech), through the City University of New York, has partnered with Everfi/Haven to offer you a comprehensive Title IX training program. This reflects City Tech’s commitment to provide a supportive learning environment which fosters safe, healthy relationships for all staff and students.

It is mandated that all those either chaperoning or supervising an off-campus trip with students complete the Title IX On-Line training for Employees, if you have not already done so. The Workplace Violence On-Line Training is not the same thing as the Title IX training. You can access the on-line training at:

www.brainshark.com/everfi/havenfor_citytechemployees

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser released within the previous two years.
- You should complete the course in one sitting/session. This should take about 45 minutes.

By signing below, I acknowledge receipt of the Title IX On-Line Training Memorandum from the Title IX Coordinator and that I will complete the Title IX On-Line Training for Employees before I take a student group off campus as a chaperon or supervisor of the trip. I also understand that I must report any incidents of sexual harassment or sexual violence about which I become aware to the Title IX Coordinator, if I am leading an off campus trip anywhere or serving as an advisor to a student group.

Signature

Printed Name

Date

Job Title

Department

I have already completed the Title IX on-line training for employees [ ] Check here