

Acknowledgement Form: Online Orientation

This online orientation has been prepared for your information and understanding of the policies and practices of Clackamas Community College (CCC). You will receive an email with your Safe Colleges user ID and instructions to complete your required online training.

**I hereby certify that I have read and reviewed the following: (please check next to each item)**

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|[ ]  Employee Handbook |[ ]  Injury / Illness / Incident Form |
|[ ]  Campus Map & Campus Safety Resources |[ ]  Hazard Communications |
|[ ]  CCC Staff ID Card |[ ]  FERPA Information / Release of Information |
|[ ]  College Closures / FlashAlert |[ ]  Title IX Website |
|[ ]  Time Entry |[ ]  Sexual Harassment Policy |
|[ ]  Fringe Benefits: PERS, TSA, EAP |[ ]  Discrimination Complaint Procedure & Nondiscrimination Policy |
|[ ]  Leave Plans / Absences / Holidays / Academic Calendar |[ ]  Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure |
|[ ]  Personal Information |[ ]  ADA Grievance Procedure |
|[ ]  Personnel File |[ ]  Mandatory Reporting |
|[ ]  Copyright Manual |[ ]  Board Policies |

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|  **Required Training: Online via Safe Colleges** |
| *Please complete trainings and include a printed copy of your certificate with this checklist prior to your benefits meeting* |
|[ ]  Title IX and Sexual Misconduct |
|[ ]  Sexual Harassment: Staff-to-Staff |
|[ ]  Child Abuse: Mandatory Reporting |

I have familiarized myself with the contents of this orientation and completed the mandatory training modules. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the orientation provided to me by Clackamas Community College. I understand I can contact Human Resources if I have any questions.

Name (print clearly):

 First Name, MI, Last Name Date

Signature: