Human Resources

College *of* Public Health and Health Professions

(https://hr.phhp.ufl.edu)

Training Tracker

Employee Name:_____

UFID:_____

Mandatory training for all PHHP 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)
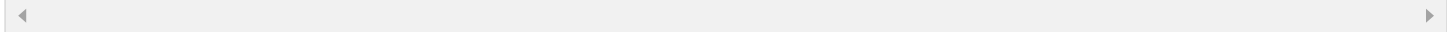
Title and course code	Who needs it?	Renewal period
HIPAA – General Awareness, PRV800	HIPAA – General Awareness is for all workforce members, (including HSC employed students and volunteers) who work or study within any of UF's healthcare components or affiliated entities. This requirement must be met immediately upon employment.	Annually
Protecting UF: Information Security Training, ITT102	All new employees at UF within the first 30 days of employment	Annually
Compliance & Ethics: Doing Your Part For The Gator Good, OOC101	All new employees at UF within first 30 days of employment	Every two years
Maintaining a Safe and Respectful Campus, GET803	All new employees at UF within first 30 days of employment	Every two years

Compliance training that may be required

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Title and course code	Who needs it?	Renewal period
At-Risk for Faculty & Staff Kognito Training, KOG100	All new TEAMS and faculty hires	N/A
FERPA Basics, PRV802 **OR** FERPA for Faculty, PRV803 *Select one	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. FERPA for Faculty is for all salaried and OPS faculty.	Annually

New Employee Orientation, Parts I & II – NEO100 & NEO200	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
Faculty Search Committee Tutorial, PVO800	Everyone who serves on a faculty search committee, regardless of salary plan	Every two years

Additional training specific to your position:

Research Trainings (https://research.ufl.edu/training.html)	In order to conduct research safely and in compliance with regulato are many trainings that need to be completed by faculty and staff re
UF Compliance Trainings (https://learn-and-grow.hr.ufl.edu/courses-registration/compliance-training/)	A comprehensive list of UF compliance trainings should be reviewe that might be required for our employees.

For additional information about how to access myTraining please visit:

For employees: http://training.hr.ufl.edu/resources/mytraining/tutorial/mytraining.html (http://training.hr.ufl.edu/resources/mytraining/tutorial/mytraining.html), For department administrators: http://training.hr.ufl.edu/instructionguides/myTraining/reporting_instruction_guide.pdf (PDF)

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