Compliance Training

Important Distinction Between Compliance Training and Background Clearances

The following information explains compliance training, education that employees of Millersville University must complete yearly. Background clearances, sometimes referred to as compliance background checks, are the mandated identity, criminal, and child abuse history verifications required at pre-employment and every five years. For more information on background clearances, please visit https://www.millersville.edu/hr/forms/index.php.

2021 Compliance Training Year

A compliance training year identifies the period of time permissible for faculty, staff and student employees to complete mandatory online training programs assigned by the Pennsylvania State System of Higher Education and/or Millersville University. The 2021 compliance training year is slated to occur April 12, 2021 - December 31, 2021.

Mandatory Programming Required in the April 12, 2021 - December 31, 2021 Compliance Training Year

Faculty, staff and student employees of Millersville University are required to complete (5) online compliance training programs and (1) online notice acknowledgement during this compliance training year. These courses are deployed via email and monitored by the Office of Human Resources. Additional departments may require training as deemed necessary (Safety, Information Technology Security, etc.).

Completion of these mandatory requirements must occur on or before December 31, 2021. All employees will receive email notification providing access to these required materials.

For security purposes, the email you receive for the five required online courses will be routed from the following email address - automated-message@everfi-foundry.net - and will appear similarly to the image that follows:

The email you receive for the one online notice acknowledgement and the voluntary course described below will be routed from the following email address - noreply@mygo1.com - and will appear similarly to the image that follows:

Human Resources Department

Contact Information

Location: Dilworth Building
Phone: 717-871-4950
Email: human.resources@millersville.edu
Hours: Monday – Friday 8:00 am – 4:30 pm

We welcome the opportunity to assist you!

Important Distinction Between Compliance Training and Background Clearances

The following information explains compliance training, education that employees of Millersville University must complete yearly. Background clearances, sometimes referred to as compliance background checks, are the mandated identity, criminal, and child abuse history verifications required at pre-employment and every five years. For more information on background clearances, please visit https://www.millersville.edu/hr/forms/index.php.

2021 Compliance Training Year

A compliance training year identifies the period of time permissible for faculty, staff and student employees to complete mandatory online training programs assigned by the Pennsylvania State System of Higher Education and/or Millersville University. The 2021 compliance training year is slated to occur April 12, 2021 - December 31, 2021.

Mandatory Programming Required in the April 12, 2021 - December 31, 2021 Compliance Training Year

Faculty, staff and student employees of Millersville University are required to complete (5) online compliance training programs and (1) online notice acknowledgement during this compliance training year. These courses are deployed via email and monitored by the Office of Human Resources. Additional departments may require training as deemed necessary (Safety, Information Technology Security, etc.).

Completion of these mandatory requirements must occur on or before December 31, 2021. All employees will receive email notification providing access to these required materials.

For security purposes, the email you receive for the five required online courses will be routed from the following email address - automated-message@everfi-foundry.net - and will appear similarly to the image that follows:

The email you receive for the one online notice acknowledgement and the voluntary course described below will be routed from the following email address - noreply@mygo1.com - and will appear similarly to the image that follows:
Voluntary Programming Offered in the April 12, 2021 - December 31, 2021 Compliance Training Year

Faculty and staff members will receive an email as described above containing a link to voluntarily review an online Clery Act message from Millersville University Police Chief Peter Anders. While this course is not required, all faculty and staff members are encouraged to review this material to further their knowledge of this important topic. You can review Clery Act annual reports, timely warning history, and more by visiting https://www.millersville.edu/police/clery/.

Please note:

- You may access the Everfi site at https://admin.fifoundry.net/passhe/sign_in and the Millersville University Professional Development Center portal at Log in (mygo1.com).
- Prior completion of these programs, or similar material, cannot be accepted in lieu of the 2021 compliance training year expectations.
- The online courses are self-guided; you may enter, exit and re-enter at the slide you last viewed.
- If you experience difficulty accessing programs from links provided in the emails you receive, please try another web browser.
- Upon completion, you will see a certificate of completion on the screen. It is not necessary to forward the certificate to Human Resources, but you may wish to save a copy of the certificate for your records.
- Required training must be completed during work hours.
- The Office of Human Resources will monitor completion of these requirements and will follow-up with supervisors of employees who are non-compliant.

Resource Information

Visit the following pages to learn more about each of the above mentioned programs:

a. Accommodating People with Disabilities  
b. Diversity & Inclusion EDU  
c. Drug Free Schools and Campuses Notice  
d. Managing Bias  
e. MU Clery Act Training (voluntary)  
f. Preventing Harassment & Discrimination  
g. Protecting Youth

For more information regarding this material or the deadline to complete these actions, please contact Wendy Bowersox, Millersville University Workplace Training Coordinator, at 717-871-4752 or at wendy.bowersox@millersville.edu.

Thank you, in advance, for your commitment to viewing these important resource materials.

Never stop learning, because life never stops teaching.