

Continuing Education - Compliance Requirements

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
Background checks for all CE Faculty and TAs who teach minors	RISD	Background checks will be conducted on all CE Faculty and TAs that work with minors prior to their employment at RISD	HR and CE	Associate Director for Programs & Logistics + Placement Specialist	Completed upon hire
Release forms for off campus class at Riker Glass	RISD	A waiver/release form is required from each student attending class at an off campus location	CE	Faculty Member and Associate Director for Programs	Completed by each student at the first class
Harassment Training	RISD	Harassment Training for all Faculty who are teaching 18 or more contact hours	HR and CE	Associate Director for Programs	Looking for 100% completion by June of 2013
Form I-9, Employment Eligibility Verification	Department of Homeland Security U.S. Citizenship and Immigration Services	Employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.	Human Resources	Director, Employee & Labor Relations	Within 3 business days of new hire start date.