

Continuing Education - Compliance Requirements

Last updated:

12/3/2016

Initials of Completer: NS

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
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 & all new hires prior to their employment at RISD	HR and CE	Executive Director, CE Operations Coordinator & Assistant to the Executive Director	Completed upon hire	ongoing as new Faculty are hired
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, Associate Director, Operations and Operations Coordinator/CE	Completed by each student at the first class	Happens each semester for each course
Harassment Training	RISD	Harassment Training for all Faculty who are teaching 18 or more contact hours	HR and CE	Executive Director and CE Operations Coordinator	Completed by faculty based on contact hours	Ongoing, as new Faculty are hired
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.	Ongoing, as new Faculty are hired