



Office of the President

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DATE: April 1, 2015
TO: NMSU Employees
FROM: Garrey Carruthers, President 
SUBJECT: Required Online Compliance Training for all employees

New Mexico State University (NMSU) is committed to providing a safe and fair workplace for its employees. To this end, NMSU seeks to ensure that all employees are aware of their compliance related responsibilities. To meet state and federal requirements, as well as University policy, beginning April 1, 2015, NMSU employees will be required to take mandated online compliance training on specific topics. This is a new program to set a baseline for all employees, so there will be no credit for previously taken equivalent courses. Beginning in January 2016, online compliance modules will be rolled out on an annual basis.

To meet 2015 requirements, employees will have **until October 1, 2015**, to complete the training. The following modules with estimated times to complete are included in the 2015 requirements:

- Compliance Overview (5 minutes)
- Conflict of Interest (10 minutes)
- Computer & Data Security (15 minutes)
- Employee Safety / Loss Prevention & Control (15 Minutes)
- Drug-Free Workplace (5 minutes)
- Preventing Discrimination (20 minutes)

The Training Central online learning management system will be used to provide required compliance training to employees. **You will receive a system generated message, no later than April 6, 2015, confirming your automatic enrollment in the online training program and instructions on how to complete the training.**

Once you have completed all of the modules, your employee training record will show that you have met your obligation. By completing this online training, you are not only fulfilling a requirement, you are taking an important step toward understanding your rights and responsibilities as an NMSU employee. THANK YOU for doing your part!

For a better understanding of NMSU's Compliance Training Program, visit training.nmsu.edu/2015-compliance-training. If you have questions, please contact the Center for Learning & Professional Development by email, trainingcentral@nmsu.edu, or phone (575) 646-7444.