

Instructions for Employees Needing to Complete the *Preventing Sexual Harassment Refresher Course*

The online *Preventing Sexual Harassment* refresher course consists of a brief overview of sexual harassment and a mastery test that is longer and more challenging than the test at the conclusion of the basic training program FSU employees have already taken. Employees who think they remember and understand the material from the basic course can save time by taking the refresher course. Anyone who prefers to review the basic course material, or who doesn't pass the refresher mastery test, may complete the full basic course and that mastery test by June 30, 2010 to fulfill the requirement for a refresher.

Employees needing to complete a refresher can easily access the *Preventing Sexual Harassment* course by going to <http://training.newmedialearning.com/psh/frostburgstateu/index.htm> or using the quick link on the Office of Human Resources web site.

- On the second screen, choose the Refresher edition. Then simply follow the directions to proceed through the training.
- Upon completion of the short reading section of the refresher course, you are required to take a 20-question mastery test. The test is scored automatically, with 85% or higher required to pass. Any employee who doesn't pass the refresher mastery test is encouraged to review the basic course material and take that mastery test.
- After successfully passing the refresher mastery test, enter your full name and department and select your employee type (Faculty, Supervisory, or Non-supervisory). The program will create a Certificate of Completion with your name and test score. Print the certificate and send one signed copy to the Office of Human Resources for your personnel file.
- The Office of Human Resources also receives notice of your refresher completion automatically via email as soon as you pass the mastery test. Note that OHR is not notified when an employee takes the test but falls short of the passing score.

The *Preventing Sexual Harassment* refresher takes 20-30 minutes to complete, including the required mastery test. Completion of the full training, if preferred or needed to pass the mastery test, takes about 45-60 minutes.