

human resources division

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Mandatory Training

Public Stewardship and Public Sector Employment

The Maricopa Community Colleges Governing Board Policies and the District's Administrative Regulations prohibit certain activities. Each of us is responsible for being aware of these rules and abiding by them.

As a way to help us understand these policies and provide an assurance to our students and communities we serve seriously, we are required to complete two educational training modules:

- Legal Issues: Public Sector Employment
- MCCCDC Public Stewardship

All full-time and part-time board approved employees including OSO, OYO, Specially Funded, and Skill Center in the training. Completion of the mandatory training is required by February 27, 2009, unless otherwise designated by the chancellor. New employees will be required to participate in the training within their probationary period, or one shorter.

Once initial training of all board-approved employees is complete, adjunct faculty, RPS, and temporary employees are required to complete their part.

All employees will be required to participate in training every three years following the initial training.

From this website you can link to the required online training courses using the Blackboard Learning Management System.

Blackboard Login Directions

Logging In:

The Legal Issues: Public Sector Employment and Stewardship of Public Resources training can be accessed from the Blackboard Learning Management System.

- Log into [Blackboard](#) using Internet Explorer or Firefox
- Enter your user name and password (Your user name is your Enterprise ID)
 - [Directions on how to find your Enterprise ID](#)
- Your password will be the same as your Maricopa email password.
- All affected employees are auto enrolled into the courses. Please click on the course name and follow the directions (for more information).

Completion Dates of Training and Disclosure Records

Training records can be accessed via [HRMS](#). Once logged in with your Enterprise ID and your email password, click the Training & Development link and finally click the Training Summary link. Training records are updated quarterly.

48 hours of completion.

- [Disclosure Forms](#) - Carl Ward, 480.731.8869
- [Office of Public Stewardship](#) - 480.731.8084.

[Acknowledgements and disclosures](#)

Courses Not Listed in Blackboard

- Once logged in, if you don't see any courses, please contact Sara McCarthy 480.731.8618 or Karen DeLaVin: