**Understanding Domestic Violence Training**

**FAQ’s**

**Training Requirements:**

**Q: Who is required to complete the training “Understanding Domestic Violence.”**

A:All university employees are required to complete “Understanding Domestic Violence.”

**Q: How can I complete this training if no in-person sessions are being offered?**

A: This training is exclusively a self-paced online module. The training is available through Learning@Work for UConn employees and through Saba for UConn Health employees.

**Q: Why is this training required?**

A:In the 2022 legislative session, the Connecticut General Assembly passed, and the Governor signed Public Act 22-82. This new legislation requires that each state agency provide at least one hour of training and education to employees about domestic violence and the resources available to victims. The training must include information about domestic violence, abuser and victim behaviors, how domestic violence can impact the workplace, and resources for victims. Per Public Act 22-82 This training must be complete by July 1, 2023

**Q: I am currently hired on Special Payroll as a staff member. Do I need to complete this new Understanding Domestic Violence Training?**

A: Yes. All special payroll employees, regardless of your date of hire and end of appointment, are required to complete this training. If you are unable to log into Learning@Work, navigate to <http://hr.uconn.edu/learningatwork> and click “Login issue” to submit a help request.

**Q: I am unable to complete the training before July 1, 2023. What are the consequences of not completing the training by the stated deadline?**

A:          State statute requires employees to complete training before July 1 2023; this is a requirement of your terms of employment. Failure to do so could result in employment consequences.

**Access to Training:**

**Q: I am trying to take the online training, however I am encountering technical issues.**

A: Checking for browser updates or switching to another browser may alleviate the issue.

For more information or a comprehensive list of supported browsers visit:  [https://www.hr.uconn.edu/learningatwork](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hr.uconn.edu%2Flearningatwork&data=05%7C01%7Ckatherine.kenyon%40uconn.edu%7C69871ded553b44b10a7d08db3c320b7f%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638169957851889988%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=eBN7wgobENxvirjAAJcOUQP0D2T%2Fg70seZZpPc6p7pE%3D&reserved=0)

If after changing your browser, you continue to have issue loading and/or viewing the modules:

• Clear your browser cache: [Clearing the cache in web browsers](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fkb.uconn.edu%2Fspace%2FIKB%2F10731880762&data=05%7C01%7Ckatherine.kenyon%40uconn.edu%7C69871ded553b44b10a7d08db3c320b7f%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638169957851889988%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OOn5q2wVBhklqKb7%2B5hWACqibmK0rDoYiAtIH2CHEak%3D&reserved=0)

• Check for browser updates

• Restart your computer

If after completing the above you continue to experience system issues, please contact your campus system administrator: UConn Storrs and Regional Campuses: [learningatwork@uconn.edu](mailto:learningatwork@uconn.edu)

**Q: I need an ADA accommodation in order to participate in this training. Whom should I contact?**

A:If you need an accommodation, employees should contact the Department of Human Resources (HR) ADA Case Manager at [ryan.bangham@uconn.edu](mailto:ryan.bangham@uconn.edu) or (860) 486-2036 as soon as possible prior to the training.

**Credit for Prior Trainings/Related Work:**

**Q: I have taken very similar trainings to this before in different settings (another university or place of business); am I therefore exempt from attending here?**

A: While we appreciate that you may have attended similar trainings at other institutions in the past, you are still required to attend UConn’s trainings on these topics pursuant to state law. They are specific to UConn’s policies, procedures, resources and reporting obligations specific to your role in the higher education setting at UConn.

**Q: I have conducted research and/or completed professional work focused on topics related to domestic violence. I feel that I should be exempt from this training based on my expertise on this topic.**

A**:** All employees, regardless of familiarity and history working with domestic violence must complete this new training by July 1, 2023 pursuant to state law. OIE welcomes any feedback or thoughts you may have after you have completed the training regarding the training content. Please don’t hesitate to contact OIE by email: [equity@uconn.edu.](mailto:equity@uconn.edu)

**Training Registration and Completion Confirmation:**

**Q: How do I register for the training Learning@Work?**

A: The training can be registered for in Learning@Work, UConn's Employee Training Management System. Navigate to <http://hr.uconn.edu/learningatwork> and click “Learning@Work Login.” Log in with your NetID and password. Scroll to the My Learning section on the page and locate the “Understanding Domestic Violence” Training.

**Q. Can someone help me if I can’t log in?**

A. Navigate to <http://hr.uconn.edu/learningatwork> and click “Login issue” to submit a help request.

**Q. How do I check to see if I already completed these sessions?**

A. Navigate to <http://hr.uconn.edu/learningatwork>. Once you log in, your completed sessions will be listed under “Completed Learning” with progress listed as “successful.” Completion status of the online training is updated immediately.

**Q. Will I get a certificate of completion?**

A. You can access a certificate of completion in the Learning@Work platform. Navigate to <http://hr.uconn.edu/learningatwork>. Once you log in, your completed sessions will be listed under “Completed Learning” with progress listed as “successful.” Click the completed course title to print the certificate.

**Q.**  **I completed the Understanding Domestic Violence training online module but it is not listed in my completed training profile. Why?**

A.  Online trainings update to successful status immediately after users have completed the training (you may need to refresh page). If the online course is listed in ‘My Learning’ all requirements have not been met. Click ‘View Details’ for the course and complete the requirements.