ACJC Civil Rights Grantee Training
FACT SHEET

What is ACJC Civil Rights Training? ACJC's Civil Rights Training is an Internet-based training program consisting of electronic lesson sessions or *modules*, developed by the federal Office for Civil Rights (OCR). These training modules include critical information about the federal laws that prohibit discrimination by agencies that receive federal financial assistance, steps agencies must take to be compliant, and how to handle discrimination complaints.

Who should be trained? Training is mandatory for all sub-recipients ("grantees") receiving federal funds through ACJC. Specifically, at least one person representing the grantee agency whose job duties include civil rights compliance, must participate in the trainings. This may include the agency's Human Resources representative, Compliance Officer, Operations Manager, Diversity Officer or other person/position responsible for civil rights compliance.

How often do grantees need to be trained? The agency's civil rights compliance representative is required to complete the trainings at least once every 12 consecutive months. Changes in personnel may require training before the 12 months expires (see ***What if our designated Civil Rights representative leaves the agency?***)

How do I access the trainings? Training modules are accessible on the [ACJC Civil Rights Compliance webpage](#), and allow participants to create a secure user login and password, and view personalized transcripts. Since the training modules are accessible through the Internet, participants can take the trainings any time of day and need not pre-register or travel to a physical training site. However, Internet access, audio and flash video are required to complete the trainings.

How many training modules do I need to complete? Sub-recipients must complete all five (5) training lessons.

Do I need to pass a test to complete the trainings? Following each training module, participants are required to complete and pass a test, consisting of two to three knowledge-based questions about the training module viewed. Participants are required to correctly answer each question before moving to the next question. Participants must obtain 100% correct answers to pass and complete the module.

How does ACJC know that I've completed the trainings? Following training completion, participants must email ACJC's Civil Rights department at civilrightstrng@azcjc.gov and include their name, agency name, and a copy of their training certificate from the training website.

What if our designated Civil Rights representative leaves the agency? Changes in the person responsible for civil rights compliance duties must be reported to ACJC immediately, and include a personnel transition plan. This is called a "change-in-personnel notification". When the identified representative leaves the position, an alternate representative must be trained within 90 calendar days once a new or alternate person is appointed to the position. If the position is not replaced within 90 calendar days of the change-in-personnel notification made to ACJC, or if there is no plan to replace the position, an alternate representative must be identified and trained within 90 calendar days of the original change-in-personnel notification to ACJC.

How do I get technical help with the online training modules? Once logged in to the training modules on the website, simply click "Support" at the top left side of the screen. Follow the prompts to submit a question or help request to the ACJC Civil Rights department.

Who do I contact with any other Civil Rights questions? Send an email to the ACJC Civil Rights Training department at civilrightstrng@azcjc.gov and a staff member will return your email.