

Professional Development Certificate Checklist

Name: _____ STJ Email: _____ Date Updated: _____

University Core (Required For Certificate)	(Date) Completed	Workshop Needed	(Note) Exemption
Active Shooter Preparedness Training: Safety Tips			
Discrimination and Sexual Harassment Prevention Training (Annual training starting 2019)			
Emergency Readiness/Identifying and Responding to Employees in Distress			
Equity and Inclusion: Foundation (Launched 2019)			
Equity and Inclusion: Bias and Microaggression (Launched 2019)			
New Employee Orientation*			
Performance Assessment Training			
Title IX: Reporting and Responding to Sexual Assault on Campus (Launched 2012)			
Vincentian Mission Orientation			
TOTAL UNIVERSITY CORE	/9	/9	
Professional Core (Required for Certificate)	(Date) Completed	Workshop Needed	(Note) Exemption
LinkedIn Learning: Confronting Bias - Thriving Across our Differences			
LinkedIn Learning: Inclusive Mindset			
Quality Service I: Understanding Service Outcomes & Avoiding the Campus Runaround			
Quality Service II: Effective Communications & Handling Difficult Situations			
Student Worker Supervisor Training I: Defining the Job, Selecting the Candidate . . . Orientation **			
Student Worker Supervisor Training II: Assigning Work, Coaching, & Providing Feedback **			
Time Management: You are in Control			
TOTAL PROFESSIONAL CORE	/7	/7	
Electives (Must Attend Minimum of Eight (8) Electives)	(Date) Completed	Workshop Needed	(Note) Exemption
Business Ethics Training (Mandatory for anyone who receives the Conflict of Interest Questionnaire).			
Concur Travel & Expense System Training (Open to those who use and approve travel & expense reports).			
Conducting Effective Meetings (An elective for administrators who conduct meetings.)			
EAP – Employee Assistance Program (May apply a maximum of three (3) programs to certificate. To qualify, program must have had a run date after January 1, 2018).	Please List EAP Programs Separately		
1.			
2.			
3.			
IT Security Awareness Training Core Curriculum (Current year)			
LinkedIn Learning Online Certificate: (You may apply a maximum of three (3) work-related programs to the certificate. To qualify, the program must have a completion date after January 1, 2018).	Please List LinkedIn Learning Programs Separately		
1.			
2.			
3.			
Lunch and Learn (May apply a maximum of two (2) programs to the certificate. To qualify, program must have a run date after January 1, 2018).	Please List Lunch and Learn Programs Separately		
1.			
2.			
PROGRESS – Professional Growth and Enrichment Series (multi-part series counts as one elective. For the completion date indicate the date you completed Module IV).			
Suicide Awareness and Prevention Training (EAP Session)			
Other (Please enter)***			
Other Applicable Training/Notes: All Candidates: Annual discrimination and sexual harassment prevention training AND annual security awareness training must be completed for current and all previous years since inception to be eligible to receive a certificate.			
TOTAL ELECTIVES	/8	/8	

*If you were hired before 2002 and did not attend New Employee Orientation, you must take one (1) additional elective to qualify for the certificate.

** If overseeing student workers is not part of your job, you must take two (2) additional electives to substitute for the Student Worker Supervisor Modules, thereby increasing the total number of electives required for the certificate.

***Other Electives may include: Equity and Inclusion: Race, Power, and Privilege; Business Affairs Year-End Accrual Training; EPCF Training; etc. Rev. 1/2023