



Arizona Department of Public Safety Civil Rights Training Information

What is Civil Rights Training? Civil Rights Training is an Internet-based training program consisting of electronic training 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 sub-recipients receiving federal funds through AZDPS CVS. Specifically, at least one person representing the sub-recipient whose job duties include civil rights compliance must complete the training. This individual must be the person identified as the Civil Rights Contact in the sub-recipient's AZDPS VOCA grant application.

How often do sub-recipients need to be trained? The sub-recipient's Civil Rights Contact Person must complete this training within 90 days of the project period begin date. This is an annual training requirement for all sub-recipients. Changes in the Civil Rights Contact Person must be reported to AZDPS CVS immediately. Once the sub-recipient designates an interim or new Civil Rights Contact Person, training must be completed within 90 calendar days.

How do I access the training? Training modules are accessible on the Arizona Criminal Justice Commission (ACJC) Civil Rights Compliance webpage. Participants will create a secure user login and password and have the capability to view personalized transcripts and print a certificate of completion. Participants must take care to note their **exact** user login and password (including spaces and capitalization). If the participant completes a training module and then needs to log out, when logging back in the participant **must** use the precise user login or an additional account will be created which will not reflect the previously completed training modules. Internet access, audio and flash video are required to complete the training.

How many training modules do I need to complete? Sub-recipients must complete all five (5) of the training modules in the order presented. The training requires approximately two hours to complete – participants may choose to complete the training all at once or one module at a time.

Do I need to pass a test to complete the training? 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 AZDPS know that I've completed the training? Following training completion, participants must forward the certificate to AZDPS CVS via email (azvictims@azdps.gov), fax ((602) 223-2943) or U.S. Mail (Az Dept. of Public Safety, P.O. Box 6638, Mail Drop 1320, Phoenix, AZ 85005-6638). The certificate should include the agency name and the name of the person completing the training. If the agency name is not included, the participant should write the agency name under the certificate.

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 AZDPS CVS at azvictims@azdps.gov and a staff member will respond.