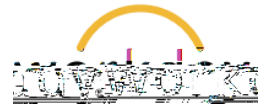All staff, faculty, students, contractors and volunteers at Willamette are required to complete four compliance

3.

The Learning History contains three key dates:

1. **Date Enrolled:** The date the employee enrolled to take the course.

2. **Completion Date and Time:** The date the course was finished

3. **Expiration Date:** This date is one year after the completion date. The course is due to be taken again by this date. Supervisors can assess when an employee is due to retake a course by examining this column.

Note: There are currently four courses that need to be completed at the start of employment and then annually again thereafter:

    Cyber Security Training
    Family Educational Rights and Privacy Act (FERPA)