



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Work Experience 270 & 272

Workplace Sexual Harassment Prevention (SB 1343) Mandatory Online Training

Frequently Asked Questions (FAQ)

San Diego City, Mesa, and Miramar Colleges have partnered with Keenan SafeColleges to provide a mandatory sexual harassment prevention online training. This training includes workplace expectations, laws, and guidance regarding sexual harassment in the workplace. The completion of this training will provide insight into sexual harassment prevention professional expectations and laws.

The Keenan SafeColleges training is mandatory for Work Experience students enrolled in 270 and 272 courses and completion is required.

Students will receive an email from Keenan within one week from the date of enrollment in the course with a link and instructions for completing this training.

- This required training is less than one hour in length.
- Students may start the training, pause, and resume to complete as needed.

Students should be encouraged to complete this training prior to beginning their work experience hours, but may take it at any time during the term dates their course.

Student Requirements:

- Students must complete the training prior to or when submitting Cumulative Work Hours to their assigned WE instructor.
- Once the student has completed the training, they must submit their completion certificate to their assigned WE instructor.
- Once the training is completed, it is valid for 12 months from the date of completion.

Is there a penalty if students do not complete the Keenan training?

Instructors have the discretion to work with students who are having difficulty completing the training.

When do students need to complete their Keenan training?

Students must complete the Keenan SafeColleges training prior to submitting their Cumulative Work Hours. Students are strongly encouraged to complete the training before beginning any work experience hours.



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Do I need to send an email reminder to students to complete the Keenan training?

No. Keenan SafeColleges sends automated weekly email reminders to students until training is completed (see sample below).

Hi STUDENT NAME,

The San Diego Community College District is using Keenan SafeColleges to offer training courses online for your convenience. Follow these easy steps to complete your San Diego Community College District Sexual Harassment Prevention safety training requirements:

Using your web browser, go to the Keenan Student website for the San Diego Community College District: <https://sdccdstudents-keenon.safecolleges.com/>

Enter your Username: STUDENT ID

Below is your complete Keenan training plan along with your coursework status:

LISTS TRAINING and DUE DATE

Thank you for making the San Diego Community College District a safer place to work and learn.

Where does the student turn in the Keenan completion certificate?

Upon finishing the training, students receive a completion certificate from Keenan. Students submit their completion certificate to their assigned WE instructor.

If I have questions about the Keenan training requirements, who do I reach out to?

If you have any questions about this Work Experience required Sexual Harassment Prevention Training, please reach out to the Work Experience Coordinator at your college.

Work Experience Coordinators:

- San Diego City College: [Shana Carr](#)
- San Diego Mesa College: [Shawn Fawcett](#)
- San Diego Miramar College: [Claudia Estrada-Howell](#)