



**Work Experience 270 & 272
Sexual Harassment Training Requirement
Process Change
Spring 2021**

The following changes to the sexual harassment training requirements for all Work Experience 270 and 272 students are in effect for Spring 2021:

1. Work Experience Students are no longer required to complete the Everfi Training.
2. Keenan Sexual Harassment Training replaces the Everfi Training.
 - a. The Keenan Training is applicable to work place sexual harassment guidelines and laws.
 - b. Students who have completed Everfi training must still complete the Keenan Training.
3. Completion of training is no longer required prior to receiving an add code (students may enroll in the course prior to completing the required sexual harassment training).
4. Work Experience Students are required to complete the Keenan Sexual Harassment Training prior to beginning their recorded Work Experience hours.
 - a. It is highly recommended that they complete the training prior to the Add/Drop deadline.
5. Students who have completed the Keenan training will have 12 months before they must re-take the training (if enrolled in Work Experience 270 or 272 again).
6. Enrolled Work Experience 270 and 272 students will receive an email outlining these requirements.
 - a. The first email to students outlining these requirements will be sent from the District in early January.
 - b. Beginning Summer 2021 registration, this email will be automatically received at the time of enrollment.
7. Enrolled Work Experience 270 and 272 students who have not yet completed the required Keenan Sexual Harassment Training will receive an invitation and link to complete the training.
 - a. This email will come directly from Keenan.

Instructor support for monitoring and enforcing the required completion of the Keenan Sexual Harassment Training by all DCP Students:

- Work Experience 270 and 272 Instructors will receive a weekly automated email with information on all students who have not yet completed the Keenan training. This information will be provided by course section.
- Students will begin to receive notification of this requirement in early January.



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- Students still needing to complete the training will receive an email from Keenan reminding them to complete the training.

Districtwide Work Experience Student and Instructor Handbooks will be updated by Spring 2021 FLEX week.

A Student Guide to the Keenan Sexual Harassment Training will be made available.