



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, NAMM HALL 325, BROOKLYN, NY 11201-1909

TO: Responsible Employees
FROM: Patricia A. Cody, Esq. *PAC*
Chief Diversity Officer, Title IX Coordinator
DATE: August 29, 2016
SUBJECT: Title IX On-Line Training for Employees

New York City College of Technology (City Tech), through the City University of New York, has partnered with Everfi/Haven to offer you a comprehensive Title IX training program. This reflects City Tech's commitment to provide a supportive learning environment which fosters safe, healthy relationships for all staff and students.

It is mandated that all responsible employees complete the Title IX On-Line Training. You can access the on-line training at:

www.everfi.com/login Further instructions for access are attached to this memo.

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser released within the previous two years.
- You should complete the course in one sitting/session. This should take about 60 minutes.

Thank you, and enjoy the course!

By signing below, I acknowledge receipt of the Title IX On-Line Training Memorandum from the Title IX Coordinator and understand that I must timely complete the Title IX On-Line Training. I also understand that I must report any incidents of sexual harassment or sexual violence about which I become aware to the Title IX Coordinator, if I am leading any off campus trip anywhere or serving as an advisor to a student group.

Signature

Printed Name

Date

Job Title

[This form must be returned to
OFSR – N301-305]

*I have already completed the Title IX On-Line
training for employees _____ Initial Here*