

## A. Acknowledgement and Disclosure Reporting

	Annually (summer/early fall)		Per Semester (fall, spring, summer, short term)		Annually
Employee Group	Disclosures	Travel	Instructors Reporting A Possible Enrollment Irregularity	Employees Reporting A Possible Enrollment Irregularity	Acknowledgement for Part-Time and Temporary Employees
*Includes Regular board approved, OYO, OSO, Skill center and Specially Funded employees	<p>All employees, with the one exception of adjunct faculty, must complete this disclosure, which covers:</p> <ul style="list-style-type: none"> <li>Hiring of Relatives</li> <li>Conflict of Interest</li> <li>Enrollment Policies</li> <li>Internal Control (duty specific – see below)</li> </ul>	<p>To be completed by all employees, prior to any travel, if traveling on behalf of MCCCDC, or claiming mileage.</p>	<p>To be completed by all Maricopa instructors who are reporting a possible enrollment irregularity.</p> <p>Submitted <b><u>EACH</u></b> semester within five (5) days after class start.</p> <p>Does not need to be completed if you are <b><u>NOT</u></b> reporting a possible enrollment irregularity.</p>	<p>To be completed by all employees using a tuition waiver to take a course.</p> <p>Submitted <b><u>EACH</u></b> semester.</p> <p>Completion is required before attending first class.</p>	<p>To be completed by all part-time, temporary and adjunct employees. This acknowledgement covers:</p> <ul style="list-style-type: none"> <li>Public Stewardship</li> <li>Conflict of Interest</li> <li>Gifts and Gratuities</li> <li>Privacy and FERPA</li> <li>Maricopa Concern Line</li> </ul>
Adjunct		○	○	○	○
CEC*	○	○		○	
College Safety*	○	○		○	
Crafts*	○	○		○	
Faculty*	○	○	○	○	
M & O*	○	○		○	
MAT*	○	○		○	
PSA*	○	○		○	
Skill Center*	○	○		○	
Part-Time					○
Temporary					○

Internal Control Disclosure is submitted by the Chancellor's Executive Council (CEC), Management, Administrative and Technology (MAT), Athletic Directors or Specialists, a Faculty Department or Division Chair, or an employee with program directorship or supervision responsibility.

## **B. Mandatory Training**

All employees must complete:

- Public Sector Employment
- Public Stewardship (Ethics)

## **C. To complete the disclosures go here:**

[www.maricopa.edu/disclosure](http://www.maricopa.edu/disclosure)

## **To complete the training programs go here:**

[www.maricopa.edu/blackboard](http://www.maricopa.edu/blackboard)