

Last updated:

5/1/2025

Initials of Completer: BS

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
Background checks for all CE Instructors and TAs who teach minors	RISD	Background checks will be conducted on all CE Instructors and TAs that work with minors & all new hires prior to their employment at RISD	HR, CE and Allsource	AllSource at the direction of: CE Talent Acquisition and Business Operations Analyst, TA's - Hiring Coordinator, CE	Completed upon hire
Harassment Training	RISD	Harassment Training for all CE Instructors who are teaching 18 or more contact hours	Title IX	Title IX Coordinator, Support if needed by CE Talent Acquisition and Business Operations Analyst	Completed by CE Instructors based on contact hours
Form I-9, Employment Eligibility Verification	Department of Homeland Security U.S. Citizenship and Immigration Services	Employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens and for TA's as well.	Human Resources, Student Employment, Allsource	Director, Employee & Labor Relations, AllSource as directed by CE Talent Acquisition and Business Operations Analyst	Within 3 business days of new hire start date.
Title IX Training for Residential Students, Pre-College	RISD, DOE	Provide annual training for residential students in Pre-College	Title IX and CE	Title IX Coordinator, Assistant Director, Associate Director, Student & Operational Success (CYP), Hiring Coordinator CE	Annually