

# Required Education Courses

<b>Standard &amp; Procedure Name:</b>	Required Education Courses
<b>Scope:</b>	All Staff & Associates
<b>Revision Date:</b>	July 9, 2024
<b>Last Review Date:</b>	July 9, 2024

Reliant staff are dedicated to furthering the Gospel and are committed to upholding high standards of ethical, professional, and Christian behavior. Nevertheless, it is necessary to regularly remind ourselves of how we should ensure that all individuals, including staff, volunteers, and those to whom we minister, are treated with honor, respect, and dignity as image-bearers of God. For this reason, all Reliant staff will need to complete annual training courses on harassment prevention and child abuse awareness.

- [Overview of Required Courses](#)
- [Required Education for New Staff](#)
- [Annual Required Education for Existing Staff](#)
  - [Who Is Required to Participate?](#)
- [A.R.E. Windows for 2026](#)
  - [College, U.S., and International Program Teams](#)
  - [FixedTerm Program Team](#)
- [Additional Information](#)
  - [Ministry Experience Survey](#)
- [Contact Information for Questions or Help](#)
- [Associated Policies & Information](#)
- [Role Definitions](#)
- [Timeframe for Completion](#)
- [Non-Compliance](#)
- [Exception Requests](#)

## Overview of Required Courses

All courses are web-based and do not need to be completed in one session. The majority of these courses include quizzes and will be completed on LEARN. [Find out more about LEARN.](#)

For **new staff**, training will take about 2.5 hours. For new staff in supervisory or leadership roles, additional training will take about 10 minutes and include modules specifically for managers on preventing sexual harassment and discrimination in the workplace.


For most **existing staff**, annual training will take about 1.5 hours. An additional 15-minute Ministry Experience Survey will be available to complete, which is optional but encouraged.

For descriptions of a supervisor or leader, see [Role Definitions](#).

## Required Education for New Staff

**Click here to expand to see information for staff who are taking the courses as part of Reliant Training**

Child Safety Courses	Required or Optional	Access the Course
----------------------	----------------------	-------------------

<p><b>Sexual Abuse Awareness Training - 1.5 hours</b></p> <div style="border: 1px solid red; padding: 10px; margin-top: 10px;">  Trigger Warning: This course contains details regarding sexual abuse involving children. This may be triggering to survivors of trauma. Please contact Human Resources at <a href="mailto:hr@reliant.org">hr@reliant.org</a> to discuss an alternative training option, if needed. </div>	<p><b>Required for</b> All New Staff</p>	<p><b>New Staff Instructions for MinistrySafe Course</b></p> <p><b>New Staff:</b> This course is accessed via a link that will be emailed to you.</p> <ol style="list-style-type: none"> <li>Once you click the training link, you will see a list of available courses on the bar to the left. <b>Please select the Sexual Abuse Awareness Training course.</b></li> <li>Training videos are designed to be completed at each trainee's pace. You may close the page entirely and return to the point you previously paused. <b>However, the MinistrySafe system does not save the point that you last completed.</b> Before closing the page, please make note of your 'spot' (example: Section 4, 15:45). To return to the training, click on the unique link initially emailed to you from MinistrySafe.</li> <li>MinistrySafe will track the completion of each course. You will receive an email from MinistrySafe providing you with a completion certificate. This certificate is for your records. <b>MinistrySafe will notify Reliant that you have completed the course, so there is no need to notify Reliant or send in your certificate.</b></li> </ol> <p><b>Lost the Training Link Email? Or did you never receive it?</b></p> <p>Email <a href="mailto:hr@reliant.org">hr@reliant.org</a></p>
<p><b>Skillful Screening - 2.25 hours</b></p>	<p><b>Optional for</b> All New Staff</p> <p><i>(in addition to the Sexual Abuse Awareness Training)</i></p>	<p><b>New Staff Instructions for MinistrySafe Course</b></p> <p><b>New Staff:</b> You can be enrolled in this course upon request.</p> <ol style="list-style-type: none"> <li>All staff may also take the <b>Skillful Screening, which is not required. You can enroll by contacting <a href="mailto:hr@reliant.org">hr@reliant.org</a>.</b></li> <li>MinistrySafe will track the completion of each course. You will receive an email from MinistrySafe providing you with a completion certificate. This certificate is for your records. <b>MinistrySafe will notify Reliant that you have completed the course, so there is no need to notify Reliant or send in your certificate.</b></li> </ol> <p><b>Lost the Training Link Email? Or did you never receive it?</b></p> <p>Email <a href="mailto:hr@reliant.org">hr@reliant.org</a></p>
<p><b>Harassment &amp; Discrimination Course</b></p>	<p><b>Required or Optional</b></p>	<p><b>Access the Course</b></p>

<p><b>Workplace Harassment &amp; Discrimination - 35 minutes</b></p> <p><i>Also included in this course:</i></p> <p><b>Supervisor Responsibilities - (additional 10 minutes)</b>  <i>This course portion is for <b>supervisors only</b>. You will be prompted to select whether you are a supervisor, and then you will be directed to the end of the course or to the supervisor section based on the option you choose.</i></p> <p><i>For descriptions of who a supervisor or leader is, see <a href="#">Role Definitions</a>.</i></p>	<p><b>Required for</b>  <a href="#">All New Staff</a></p>	<p><b>New Staff Instructions for LEARN Course</b></p> <p><b>New Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. <b>Find the course titled Workplace Harassment &amp; Discrimination, and click "Start."</b></li> <li>4. Training videos are designed to be completed at each trainee's pace. If needed, you may close the page entirely and return to the course to complete it later. To return to the training, log back into LEARN with your Reliant credentials. Go back to "My Courses" and select "Resume" on the training you need to complete.</li> <li>5. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>
<p><b>Other Courses</b></p>	<p><b>Required or Optional</b></p>	<p><b>Access the Course</b></p>
<p><b>Driving for Work Survey - 25 minutes</b></p> <p><i>Also included in this course:</i></p> <ul style="list-style-type: none"> <li>• <b>Driver Safety</b></li> </ul>	<p><b>Required for</b>  <a href="#">All New Staff</a></p> <p><i>(Fixed-Term does not partake in this course)</i></p>	<p><b>New Staff Instructions for LEARN Course</b></p> <p><b>New Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. <b>Find the course titled Driving for Work Survey, and click "Start."</b></li> <li>4. If you answer yes to driving for work, you will automatically be enrolled in the following course: <b>Verifying Personal Auto Insurance</b>. Once you complete the Driving for Work Survey, you will be able to find this course in your "My Courses" tile on your dashboard in LEARN.</li> <li>5. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>

## Annual Required Education for **Existing Staff**

**Click here to expand to see information for existing staff**



## 2026 Annual Required Education (A.R.E.) – Important Updates & Information

### Who Is Required to Participate?

If you were **hired between January 1, 2025 and May 31, 2025**, you are included in the 2026 A.R.E. group. You will **not** complete the full A.R.E. trainings this year. Instead, you will complete **attestations** for the required policies.

### A.R.E. Windows for 2026

#### College, U.S., and International Program Teams

**A.R.E. Completion Window:**  
**February 2 – February 28**

You will review the assigned policies and complete the required attestations during this timeframe.

#### FixedTerm Program Team

**A.R.E. Completion Window:**  
**August 1 – August 31**

Policy attestation requirements for FixedTerm staff occur during the August window.

### Additional Information

#### Ministry Experience Survey

The **Ministry Experience Survey** will be sent to **all field staff**, regardless of hire date, in **August** for optional completion.

Child Safety Courses	Required or Optional	Access the Course
<p><b>Child &amp; Vulnerable Adult Abuse Awareness - 35 minutes</b></p>	<p><b>Required for All Existing Staff</b></p>	<p><b>Existing Staff Instructions for LEARN Course</b></p> <p><b>Existing Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. <b>Find the course titled Child &amp; Vulnerable Adult Abuse Awareness, and click "Start."</b></li> <li>4. Training videos are designed to be completed at each trainee's pace. If needed, you may close the page entirely and return to the course to complete it later. To return to the training, log back into LEARN with your Reliant credentials. Go back to "My Courses" and select "Resume" on the training you need to complete.</li> <li>5. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>
<p><b>Harassment &amp; Discrimination Course</b></p>	<p><b>Required or Optional</b></p>	<p><b>Access the Course</b></p>

<p><b>Workplace Harassment &amp; Discrimination - 35 minutes</b></p> <p>Also included in this course:</p> <ul style="list-style-type: none"> <li>• <b>Supervisor Responsibilities - (additional 10 minutes)</b> This course portion is for <b>supervisors only</b>. You will be prompted to select whether you are a supervisor, and then you will be directed to the end of the course or to the supervisor section based on the option you choose.</li> </ul> <p>For descriptions of who a supervisor or leader is, see <a href="#">Role Definitions</a>.</p>	<p>Required for All Existing Staff</p>	<p><b>Existing Staff Instructions for LEARN Course</b></p> <p><b>Existing Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. Find the course titled <b>Workplace Harassment &amp; Discrimination</b>, and click "Start."</li> <li>4. Training videos are designed to be completed at each trainee's pace. If needed, you may close the page entirely and return to the course to complete it later. To return to the training, log back into LEARN with your Reliant credentials. Go back to "My Courses" and select "Resume" on the training you need to complete.</li> <li>5. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>
<p><b>Other Courses</b></p>	<p>Required or Optional</p>	<p><b>Access the Course</b></p>
<p><b>Policy &amp; Safety Review - 20 minutes</b></p> <p>Included in this course:</p> <ul style="list-style-type: none"> <li>• <b>Code of Conduct</b></li> <li>• <b>Code of Conduct Attestation</b></li> <li>• <b>Job Description Review</b></li> <li>• <b>Driver Safety</b></li> </ul>	<p>Required for All Existing Staff</p>	<p><b>Existing Staff Instructions for LEARN Course</b></p> <p><b>Existing Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. Find the course titled <b>Policy &amp; Safety Review</b>, and click "Start."</li> <li>4. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>
<p><b>Ministry Experience Survey - 15 minutes</b></p>	<p>Optional for All Existing Staff</p>	<p><b>Existing Staff Instructions for LEARN Course</b></p> <p><b>Existing Staff:</b> This course is accessed via LEARN.</p> <ol style="list-style-type: none"> <li>1. You will receive an email from <a href="mailto:learn@reliant.org">learn@reliant.org</a> once you are enrolled in this course.</li> <li>2. Once you log in, scroll down to the "My Courses" section of your dashboard.</li> <li>3. Find the course titled <b>Ministry Experience Survey</b>, and click "Start."</li> <li>4. <b>LEARN will track the completion of each course, so you will not need to notify Reliant.</b></li> </ol>

# Contact Information for Questions or Help

Start with contacting your Program Team:

- College - Kathy Zellinger at [college@reliant.org](mailto:college@reliant.org)
- International - Adrienne Lansing at [international@reliant.org](mailto:international@reliant.org)
- Internships & Residencies - Leanne Strickland at [fixedterm@reliant.org](mailto:fixedterm@reliant.org)
- U.S. Churches & Ministries - Becca Isaak at [us@reliant.org](mailto:us@reliant.org)

You can also reach out to the HR team at [hr@reliant.org](mailto:hr@reliant.org).

If you have any issues accessing LEARN, please contact [learn@reliant.org](mailto:learn@reliant.org).

## Associated Policies & Information

- [Workplace Harassment and Discrimination Policy](#)
- [Child and Vulnerable Adult Safety Policy](#)
- [Child and Youth Safety Resources](#)

## Role Definitions

If you are unsure which courses you should take, use the chart below to determine your role. If you are still not sure, contact your Program Team.

<b>All Staff</b>	All active staff, including Associates, Interns, Supervisors, and Leaders
<b>Supervisors &amp; Leaders</b>	Any staff who is a Supervisor of another Reliant staff member OR is a Pastor or Minister

## Timeframe for Completion

<b>New Hires</b>	Will be assigned the training during onboarding and will have <b>30 days</b> to complete these courses.
<b>Existing Staff</b>	Existing staff will complete the training courses during the Annual Required Education season. They will have <b>60 days</b> to complete these courses.

## Non-Compliance

<b>New Hires</b>	<p>If a new hire does not complete mandatory training courses,</p> <ol style="list-style-type: none"><li>1. Upon due date: A reminder email is sent to staff member</li><li>2. 30 days after due date: An email is sent to the staff member and supervisor detailing the consequences of non-compliance</li><li>3. 60 days after due date: Staff member is placed on paid leave</li><li>4. 90 days after due date: Staff member termination of employment</li></ol>
<b>Existing Staff</b>	<p>If a staff member does not complete mandatory training courses,</p> <ol style="list-style-type: none"><li>1. Upon training window closing/due date: A reminder email is sent to staff member</li><li>2. 30 days after due date: An email is sent to the staff member and supervisor detailing the consequences of non-compliance</li><li>3. 60 days after due date: Staff member is placed on paid leave</li><li>4. 90 days after due date: Staff member termination of employment</li></ol>

## Exception Requests

Staff can submit an Exception Request for extenuating circumstances by emailing the [HR Director](#) and copying their Program Team (if applicable) and Supervisor. The Exception Request should include a detailed explanation of the reason for the request.

