



*College of Graduate Studies*  
**GRADUATE ASSISTANT  
 ORIENTATION/TRAINING CHECKLIST**

**Instructions:** Please complete all required training and submit this form to both your **GA supervisor** and the **College of Graduate Studies** at gradstudies@apsu.edu.

- **ALL** graduate assistants (GRA, GTA and GAA) must complete Part I.
- Graduate teaching assistants (GTA) who will be working in a classroom setting must also complete Part II.

**Name:** \_\_\_\_\_ **Student ID: A** \_\_\_\_\_

**Assigned Department:** \_\_\_\_\_ **GTA**      **GRA**      **GAA**

**GA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Completion Date
<b>PART I: REQUIRED TRAINING</b>	
<b>1. Non-Discrimination/Harassment Training</b>	
Modules 1-3 and Quiz	
Modules 4-6 and Quiz	
<b>2. Required Training</b>	
Gramm-Leach-Bliley Act	
PCI-DSS Compliance	
Identity Theft Prevention Program	
Security Awareness	
FERPA	
<b>3. HAVEN Training</b>	
<b>4. Disability Services Presentation</b>	
<b>PART II: GTA TRAINING</b>	
<b>5. D2L Training</b>	
<b>6. Accessibility Training</b>	