FERPA Training and Certification Requirements for Instructors

OVERVIEW

To ensure the UI campus community is in compliance with FERPA regulations, all UI instructors, including TAs, are required to complete the online **FERPA training** module and quiz at least once during their employment at the University. After having completed the training, instructors will be required to attest to an **Annual Certification Notice** on January 1st of each year in UI Self Service. Anyone needing administrative access to student records information in MAUI, beyond the class list information, must also complete the **MAUI Access Request Form,** which requires DEO approval.

Instructors	Additional Administrative Access to Student Records	Annual Certification
All instructors, including TAs, regardless of number of years at UI or faculty rank, must complete the online FERPA training module and quiz at least once during their careers at UI. New instructors must complete the training within the first two months of UI employment. MAUI and ICON Users: Instructors who have not completed the online training module will not have access to the MAUI (student record information) system and access to the ICON (Iowa Courses Online) system will be deactivated within two weeks after their first attempted log in until they have completed the online FERPA training module and quiz. This will include being blocked from online access to class lists and student records, including student ID card photos. Instructors who do not use MAUI or ICON: Instructors who have access to students' Education Records will be informed by their college of the need to complete the online FERPA training module and quiz within the first two months of employment. Instructors who do not use the MAUI system **and** who have 0% or very short-term appointments: Instructors may complete the online FERPA training module and quiz **or** may read the Registrar's FERPA Handbook for Faculty and Staff and verify in writing that they have read the handbook. The college should preserve the written verification.	Staff/faculty members who need access to more complete student records via MAUI/OSIRIS and Infobank are required to also complete and receive DEO approval on the **MAUI** Access Request Form, which can be found on the Office of the Registrar's website: https://apps.its.uiowa.edu/forms/maui-access	All instructors, including TAs, regardless of number of years at UI or faculty rank, must certify each January that they understand the University's confidentiality requirements, including FERPA. An annual certification statement will be sent on January 1st to employees who have completed the FERPA training to remind them to attest to the "UI Confidentiality Statement" on the Employee Self-Service site. In the future, instructors who have not completed the online certification by a specific date will be blocked from online access to class lists and student records, including student ID card photos.

MONITORING COMPLIANCE:

- Departmental and Collegiate Faculty HR Representatives can monitor compliance with the FERPA training requirement through "Actions & Reports" in the UI's Compliance & Qualifications website in UI Self Service: https://hris.uiowa.edu/ (go to **UI Self Service/Personal/Compliance & Qualifications**).
- The Office of the Provost will send out an annual reminder to notify campus of these requirements and will monitor the FERPA Training Compliance through the UI's Compliance & Qualifications website.

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