

**Title VI Training Program**  
**for**  
**Agency Employees and Volunteers**

During New Employee/Volunteer Orientation, (*Agency Name*) Title VI Coordinator discusses Title VI compliance with each new staff and volunteer member. They are given a copy of the discrimination policy and information on how to file a complaint; including addresses and phone numbers of the agencies they can contact to file a complaint. They are directed to where the posters and brochures are located in the agency. They are required to take the Title VI initial training through (*identify the method of training here*) and make a passing score of 80% or more within 60 days of hire. A copy of their score is kept in their training file and personnel record.

Annually, each employee and volunteer is required to take the refresher Title VI course through (*identify the method of training here*). A copy of their passing score (80% or higher) is kept in their training file and personnel record.

Each employee and volunteer can, at any time, request information or ask questions about Title VI from the (*Agency*) Title VI Coordinator at (*HR telephone number*).

Policy and Procedure No. 49

Authority Signature \_\_\_\_\_

(Name and Position of Authorized Signature)

Date \_\_\_\_\_