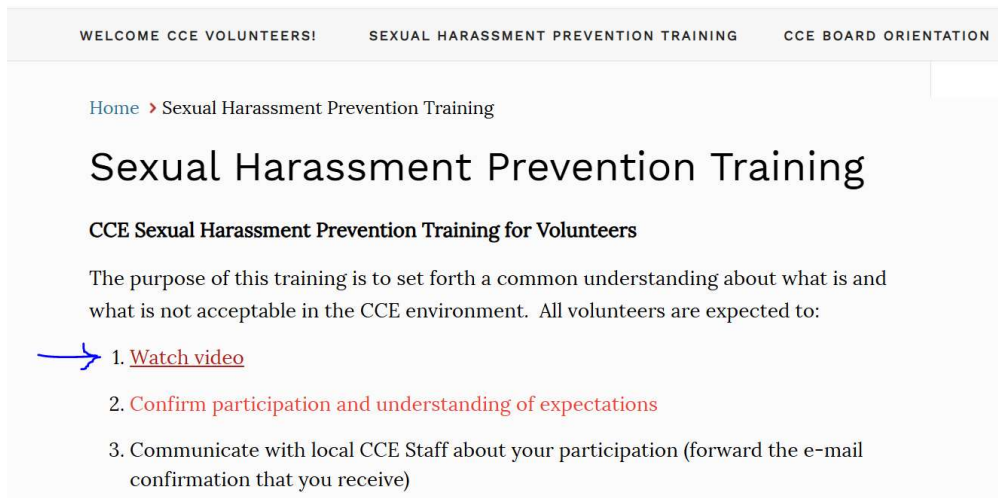
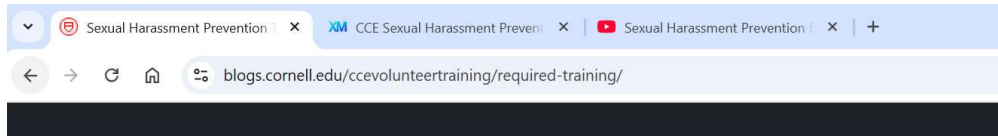
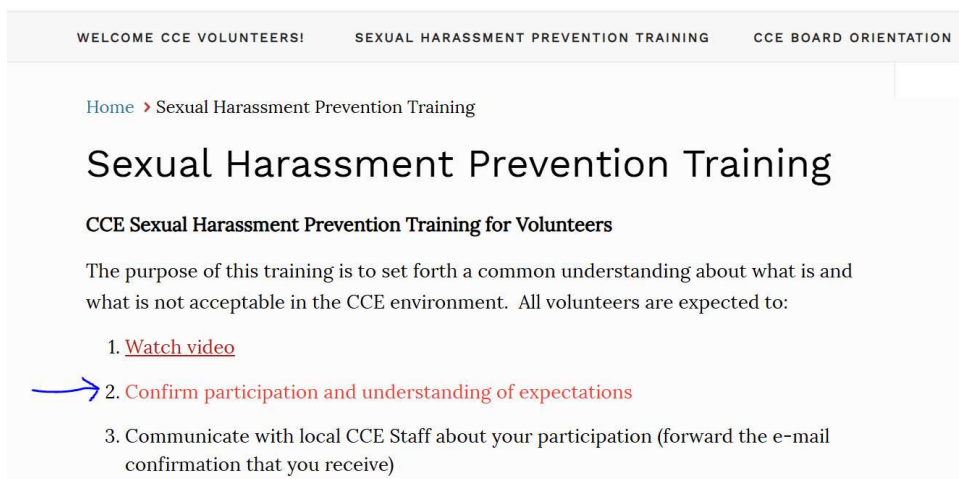
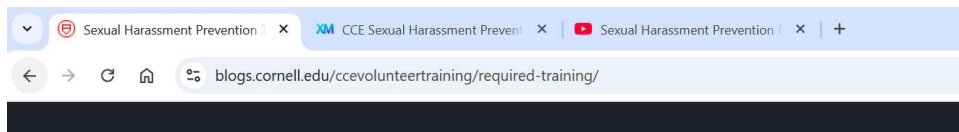


January 25, 2025. Cornell Cooperative Extension Sexual Harassment Prevention Course (for Volunteers). The following SHT course is accepted by the ADK for Volunteer and Leader Level 1

1. Click the link provided or go to the CCE SH course:
<https://blogs.cornell.edu/ccevolunteertraining/required-training/>
2. Click the link to **Watch Video** → (video opens on a separate tab - YouTube) - watch the video.
Please note: the link to Participant Sign Off in the Video is NOT ACTIVE. You need to return to the original browser tab with CCE course information.



3. Go back to the CCE Sexual Harassment Prevention tab in the Browser and click the '**Confirm participation and understanding of expectations**' (link to the sign off form):



4. Next, Fill out the **CCE Sexual Harassment Prevention Training Sign Off form**. Enter your name, county, email, phone number

CCE Sexual Harassment Prevention Training Sign Off

Cornell Cooperative Extension Sexual Harassment Prevention Training for CCE Volunteers Sign Off Form

By selecting YES below, you agree that you have completed the Cornell Cooperative Extension supplied Sexual Harassment Prevention Training for Volunteers. You have watched the recorded video in full, and are aware of how to report sexual harassment to maintain a safe, productive environment in CCE for yourself and others. If you have any questions, you may contact: cce-orgdev@cornell.edu or your local CCE office.

Once you have submitted the form, you will receive a confirmation email and you will be asked to forward this email to your Volunteer Program Coordinator on staff or your CCE Executive Director to indicate you have completed this training. You may also print the email and submit a copy.

First Name

Last Name

County or Local CCE Association Where You Volunteer *

Email

Phone Number

5. Sign off that you have successfully completed the course:

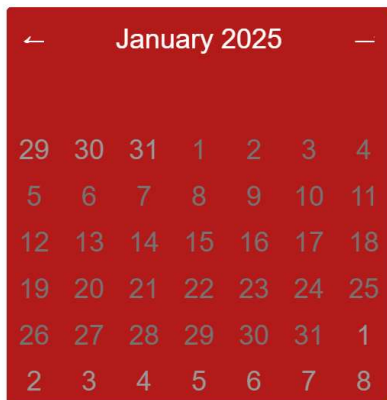
Please select the box to indicate if you have successfully completed the CCE Sexual Harassment Prevention Training for Volunteers.

☐ Yes - Select yes, if you have successfully completed the training.

☐ No - Select no, if you have not successfully completed the training and you will be advised to review all materials to complete the training.

6. Enter the date that you completed the course:

Enter a date:



7. Hit the submit button. You will then receive an email from CCE confirming you have completed the course with the certificate attached.



8. Once you receive the email from CCE submit the certificate to ADK (three options to submit):
- Upload the certificate into your ADK account by logging in and following the steps (Video instructions are available for uploading certificates → go to [www.adk.org https://members.adk.org/members/get-involved/certification.aspx](https://members.adk.org/members/get-involved/certification.aspx))
 - Forward the email to your Outings Chair (Chapters now have administrative rights to upload leader certifications on behalf of the member/leader)
 - Email the certificate to support@adk.org and the ADK staff will upload the certificate.

9. Once the certificate is uploaded to the member's account, the ADK staff will approve the Sexual Harassment course renewal in ~2 – 3 weeks.
10. For assistance with taking this course, contact your Chapter Outings Chair, Thank you!