

Supervisory Excellence: Compliance Essentials

Certificate Series

Required Courses

To receive credit for this series, [register for](#) and complete the 9 courses listed below and submit the certificate series completion form to Training & Organizational Development.

ADA: Understanding the Americans with Disabilities Act (COADA2)



This course provides an overview of disability law at the federal, state, and institutional levels, focusing on the ADA, reasonable accommodations, and anti-discrimination protections.

Attendance & Leave Policies (COAL01 or COALO)



This course covers FSU's attendance and leave policies, including employee classifications, leave types and accruals, reporting procedures, termination responsibilities, and an introduction to faculty leave.



EO Compliance & Reporting (COEOCR)



This course provides a comprehensive overview of Florida State University's Equal Opportunity and Title IX compliance requirements. Additionally, it reviews what constitutes sexual misconduct and outlines employees' mandatory reporting obligations and resources.

Family Medical Leave Act of 1993 (COFML1 or COFML0)



This training course provides an overview of the Family Medical Leave Act (FMLA) of 1993 and strategies for managing employees on FMLA leave.



EAP for Supervisors (LSEAP1)



Learn to identify early performance issues, conduct supportive interviews, encourage improvement and personal support, and understand Employee Assistance Program (EAP) confidentiality at FSU.

Fundamentals of Discipline & Collective Bargaining (LSFDO)



This course covers the supervisor's role in the university's progressive and cumulative disciplinary process. It also introduces and provides information on the management of Collective Bargaining Agreements.

Workers' Compensation (COWC01)



Overview of FSU's Workers' Compensation Program: how to report workplace injuries, track leave time, and understand the roles of department reps, supervisors, and employees in managing work-related incidents.

Performance Management (LSPETO)



This course trains supervisors on the performance evaluation process for staff and how to conduct annual reviews of their employees' work performance.



Indicates the course is delivered in-person or virtually through instructor-led sessions.



Indicates the course is delivered through a self-paced online format in Canvas.

Search Committee Training (COFST1 or COSST1)



This course provides training on FSU's faculty and staff hiring processes, including recruitment, compliance, interviewing, and onboarding. Complete the Faculty Search or Staff Hiring Committee course.

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Certificate Series Completion Form

To receive credit for this training series, please complete the required fields below and submit this form to training@fsu.edu. To access course completion dates, please review your [HR Training Summary](#).

Name: _____ Date: _____

Email: _____ Employee ID: _____

Course Name	Course Number	Date Completed
ADA: Understanding the Americans with Disabilities Act	COADA2	
*Attendance and Leave Policies and Procedures	COAL01 In-Person COALO Online	
EAP for Supervisors	LSEAP1	
EO Compliance and Reporting	COEOCR	
*Family Medical Leave Act of 1993	COFML1 In-Person COFMLO Online	
Fundamentals of Discipline and Collective Bargaining	LSFDO	
Performance Management	LSPETO	
Workers' Compensation	COWC01	
Complete One: Faculty Search or Staff Hiring Committee	COFST1 COSST1	

**Indicates that the course is offered in multiple formats, including online and in-person or remote. Participants only need to complete one of the available options to satisfy the course requirement.*

Questions? Contact Training & Organizational Development; training@fsu.edu or (850) 644-8724