



# **NEW FULL-TIME EMPLOYEE ONLINE ORIENTATION PROGRAM CERTIFICATE OF COMPLETION**

\_\_\_\_\_  
Type Full Name

\_\_\_\_\_  
Type Date

By signing below, I hereby certify that I have completed all modules of the Collin College Online New Employee Orientation Program. I hereby acknowledge that I have received, downloaded, printed and/or been given the links to all of the Collin College information, policies, procedures, and guidelines outlined in the Collin College Online New Hire Employee Orientation Program. Further, if I have not yet completed the EEO Online Training for Preventing Employment Discrimination Training Course and the Preventing Workplace Harassment Training Course, I understand that I must do so within thirty (30) days of my date of hire.

\_\_\_\_\_  
Employee Signature

**TO BE COMPLETED BY HR:**

CWID # \_\_\_\_\_