

**Sexual Harassment Prevention Training**  
Certification and Follow-up Training Questions Form

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**Follow-up Training Questions**

Our library is committed to providing a safe and healthy work place. In addition to providing sexual harassment prevention training, we encourage staff, volunteers and trustees to ask questions about how our organization addresses sexual harassment. Participants may ask questions verbally or in writing following their review of NYS training videos and case studies. Please use the reverse side of this form to write and submit your questions. The director or board of trustees will provide an answer in a timely manner, verbally or in writing.

Indicate below, by circling Yes or No, if you have follow-up questions from training videos, case studies or the library's Sexual Harassment Prevention Policy or Complaint Form.

**Yes   No**

\_\_\_\_\_  
Participant's Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

**Certification**

This form certifies that \_\_\_\_\_  
Participant's Name Participant's Title

participated in sexual harassment prevention training at our library. Training included the viewing of NYS sexual harassment prevention training videos, review of case studies including questions and answers provided, and the opportunity to ask follow-up questions about how the library addresses sexual harassment.

This form certifies that \_\_\_\_\_  
Proctor's Name Proctor's Title

assisted the participant in viewing NYS sexual harassment prevention training videos, reviewing cases studies including questions and answers provided, and affording the opportunity to ask follow-up questions about how the library addresses sexual harassment.

Participant Signature: \_\_\_\_\_ Date of Training: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_ Date of Training: \_\_\_\_\_

***The library director or person responsible for retaining library records should file this Certification Form in a file labeled Sexual Harassment Prevention Training for permanent record.***

Updated: March 1, 2019