

Initial Training Report: Civil Rights Coordinator

Purpose. Civil Rights Coordinators (CRCs) are required to complete training and to keep records of completed trainings. This optional reporting form is one tool a Civil Rights Coordinator can use to ensure that they have completed the required training within one year of first being designated as a CRC.

Training Requirements:

Oregon requires each district to designate one or more Civil Rights Coordinators (OAR 581-021-0655). Upon being first designated, a Civil Rights Coordinator must receive training in accordance with a schedule established by the Oregon Department of Education:

- A Civil Rights Coordinator designated prior to July 1, 2024 must complete training by June 30, 2025 (OAR 581-021-0665)
- A Civil Rights Coordinator designated on or after July 1, 2024 must complete training within one calendar year.

Frequently Asked Questions (FAQs)

1. Question: Can CRCs take training from an entity other than ODE?
Answer: Yes. If training content requirements are met, CRCs may take training from other entities or organizations.
2. Question: Can CRCs take a national training course, or a training course from a different state?
Answer: Yes. However, CRCs are still responsible for training on specific Oregon laws, so if a national or different state training is completed, CRCs must be sure to receive training on Oregon-specific requirements.
3. Question: Are CRCs required to utilize a specific training documentation form?
Answer: No. ODE has provided this form as a voluntary template for recording and documenting training completion.
4. Question: Can CRCs meet their initial training requirements with previous trainings taken?
Answer: No. Coordinators cannot utilize trainings from years past to meet their training requirements upon initial designation (e.g. a Title IX training taken in 2022 cannot be used to meet training requirements upon designation in January 2024).

Civil Rights Coordinator Training Information

Designation Date		Coordinator Job Title	
LEA/District		Coordinator Email	
Coordinator Name		Coordinator Phone Number	

Topic	Date(s)	Platform	Training Provider	Link to Proof of Participation
<u>OAR 581-021-0660(2)(a)</u> The meaning of discrimination under state and federal nondiscrimination law		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(b)</u> The duties of districts under state nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(a) and (b)</u> Federal nondiscrimination law: Title VI of the Civil Rights Act of 1964		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(a), (b), and (c)</u> Federal nondiscrimination law: Title IX of Education Amendments of 1972, the required coordinator(s), and duties of the coordinator(s)		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(a), (b), and (c)</u> Federal nondiscrimination law: Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the required coordinator(s), and duties of the coordinator(s)		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	

Topic	Date(s)	Platform	Training Provider	Link to Proof of Participation
<u>OAR 581-021-0660(2)(d) and (e)</u> Identifying and responding to discrimination reports.		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(f)</u> Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(g)</u> Preventing discrimination in public school programs and activities		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(h)</u> Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing retaliation in public school programs and activities		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	
<u>OAR 581-021-0660(2)(i)</u> Tracking and documenting reports of discrimination.		<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Synchronous <input type="checkbox"/> Virtual Asynchronous	<input type="checkbox"/> ODE <input type="checkbox"/> Other:	