

## FERPA Training and Certification Requirements for Instructors

### OVERVIEW

To ensure the UI campus community is in compliance with FERPA regulations, all UI instructors, including TAs, are required to complete the online [FERPA training module and quiz](#) at least once during their employment at the University. After having completed the training, instructors will be required to attest to an **Annual Certification Notice** in subsequent years. Anyone needing administrative access to student records information in MAUI, beyond the class list information, must also complete the [MAUI Access Request Form](#), which requires DEO approval.

Instructors	Additional Administrative Access to Student Records	Annual Certification
<p>All instructors, including TAs, regardless of number of years at UI or faculty rank, must complete the online <a href="#">FERPA training module and quiz</a> at least <u>once</u> during their careers at UI. New instructors must complete the training within the first two months of UI employment.</p> <p><u>MAUI and ICON Users:</u> Instructors who have <u>not</u> completed the online training module will have their MAUI access deactivated and will not be recognized as an approved “Course Instructor” in the ICON system until they have completed the online <a href="#">FERPA training module and quiz</a>. This will include being blocked from online access to class lists and student records, including student ID card photos.</p> <p><u>Instructors who do not use MAUI or ICON:</u> Instructors who have access to students’ Education Records will be informed by their college of the need to complete the online <a href="#">FERPA training module and quiz</a>.</p> <p><u>Instructors who do not use the MAUI system and who have 0% or very short-term appointments:</u> Instructors may complete the online <a href="#">FERPA training module and quiz</a> or may read the Registrar’s <a href="#">FERPA Handbook for Faculty and Staff</a> and verify in writing that they have read the handbook. The college should preserve the written verification.</p>	<p>Staff/faculty members who need access to more complete student records via MAUI/OSIRIS and Infobank are required to also complete and receive DEO approval on the <b>MAUI</b> Access Request Form, which can be found on the Office of the Registrar’s website: <a href="https://apps.its.uiowa.edu/forms/maui-access">https://apps.its.uiowa.edu/forms/maui-access</a></p>	<p>All instructors, including TAs, regardless of number of years at UI or faculty rank, must certify each January that they understand the University’s confidentiality requirements, including FERPA.</p> <p>An annual certification statement will be sent on January 1<sup>st</sup> to employees who have completed the FERPA training to remind them to attest to the “UI Confidentiality Statement” on the Employee Self-Service site.</p> <p>In the future, instructors who have <u>not</u> completed the online certification by a specific date will be blocked from online access to class lists and student records, including student ID card photos.</p>

### MONITORING COMPLIANCE:

- Departmental and collegiate HR Representatives can monitor compliance with the FERPA training requirement using the following “HR Training Reports” in Employee Self-Service (**Course Code “WFERPA”**): “ICON Student Status by Course,” “Training by Dept and Course,” or “Training Activity by Employee.”
- The Office of the Provost will send out an annual reminder to notify campus of these requirements and will run a FERPA Training Compliance Report to test compliance of relevant instructors two weeks after the start of the Fall and Spring semesters. The results will be sent to the Associate Deans for Faculty and Faculty HR Reps in each college.

**For additional information, please contact:** Angie Johnson, Office of the Provost  
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A .pdf of this document is located on the Office of the Provost website: <http://provost.uiowa.edu/files/provost.uiowa.edu/files/ferpa.pdf>