

IEEE COMPLIANCE FOR VOLUNTEERS FAQ

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Why does IEEE require its volunteers to take courses on compliance related topics?

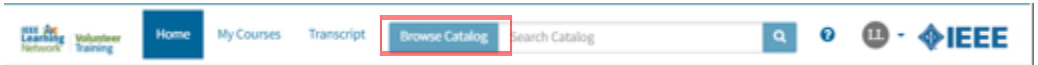
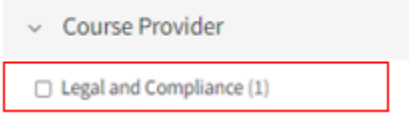
IEEE adheres to the highest standards of integrity and conducts business around the world in a responsible and ethical way. It is important that those who act on the organization's behalf, both IEEE volunteers and employees, ensure IEEE's compliance by adhering to the same standards and expectations.

The IEEE compliance courses are designed to help you understand how these laws apply to IEEE, its staff, members and volunteers as well as provide best practices for not-for-profit membership organizations like ours.

Our goal is to ensure you have the information you need to support IEEE's mission in the most compliant manner.

<p>Do I have to take the compliance courses if I do not live in the United States?</p>	<p>The IEEE Compliance program and courses are tailored to IEEE's <i>unique operation</i> globally. Completing these courses ensures you have the information you need as an IEEE volunteer to act in IEEE's best interests, with integrity and in compliance with applicable regulations wherever you are.</p>
<p>Who is required to complete the IEEE compliance courses?</p>	<ul style="list-style-type: none"> ● Board of Directors ● Members of Major Boards and Major Committees ● Society & Technical Council Leadership – for example President, Vice President & Treasurer or others in similar positions ● Special Interest Committee Members for example, Future Directions, Woman in Engineering, etc. ● Geographic Section Leadership – for example Chair, Vice Chair & Treasurer and others in similar positions ● Certain OU Committees for example, Nominations & Appointments, Awards & Recognition, etc. ● Other volunteer positions may be identified on a case by case basis depending on the role and areas of responsibility. <p>Please note only those IEEE volunteers who are in an established volunteer role will be invited to take this compliance training.</p>
<p>How will I know if I'm required to take compliance courses?</p>	<p>Volunteers who are required to take these courses will receive an email from IEEE with a link to log-in to their assigned courses. The email will come from "ILNAdministrator@ieee.org" with a subject line that reads: "New Required IEEE Training Assignment." Courses are required to be completed within thirty (30) days of assignment.</p>
<p>How do I access the IEEE compliance courses?</p>	<p>Click on the link provided in the email you receive from IEEE. The email will have come from " ILNAdministrator@ieee.org " with a subject line that reads: "New Required IEEE Training Assignment."</p> <p>Or, you can login directly to: https://volunteers.iln.ieee.org/Default.aspx. Access to the ILN Volunteer Training site is set up with single sign-on for IEEE accounts. Your password is the same as you use on any other IEEE system.</p> <div data-bbox="479 1199 828 1453" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0056b3; color: white; padding: 2px; text-align: center;">IEEE - Sign in to access the secure content</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: small; margin: 0;">Sign in</p> <p style="margin: 0;">Email address: <input type="text"/></p> <p style="margin: 0;">Password: <input type="password"/></p> <p style="font-size: x-small; margin: 0;"> IEEE Members: Forgot password IEEE Employees: Forgot username or password </p> <p style="text-align: right; margin: 0;"><input type="button" value="Sign in"/></p> </div> </div> <p>Sign in to ILN Volunteer Site --- quick review click here: https://docs.google.com/document/d/1rRtZ2GfQpKUaWDtKvgIN04M4kp3OTjr/edit</p> <p>Click here to access ILN user guides: https://iln.ieee.org/learnerpage.aspx.</p>
<p>Can I access other courses that I have purchased on the ILN on the same site where my Volunteer compliance courses are located?</p>	<p>Yes. Once you log into the ILN Volunteer Training site, you will be brought to the ILN Home page. The Home page will contain two portlets; the "My Courses" portlet contains all courses you are enrolled in across ILN including any course you may have purchased from the public-facing ILN site. Simply click on the course title to launch the course. Please note that if you wish to search in our comprehensive continuing education course catalog, you will have to launch the public-facing IEEE Learning Network site.</p>

What username and password do I use to log in to ILN?	Access to ILN is set up with single sign-on for IEEE email accounts. Your password is the same as you use on any other IEEE system.						
Why are the courses being updated?	<p>We heard from many IEEE volunteers that the existing courses were too long and not entirely relevant to their volunteer roles. We listened. In 2021, we've redesigned them so that:</p> <ul style="list-style-type: none"> ● The new courses are shorter and will provide more relevant information. ● We've consolidated courses where possible and are moving from requiring training all at once to spreading it over the term of your volunteer role. In this way, we can provide what you need to know and then provide short refresher courses during your term. ● Courses will be a mix of short text, activities and videos making it more interactive ● Each course will include links to additional related information and downloadable PDFs of relevant policies on IEEE's extranet 						
How are the new courses different?	<p>For Year One, we consolidated all of the requisite compliance topics into a single course: "IEEE Compliance for Volunteers: Integrity in Action." There is a separate Conflict of Interest course which will prompt you to submit your Principles of Business Conduct and Conflict of Interest Form.</p> <p>In Year Two, you will receive a refresher course: Sanctions, Export Controls & Boycott Regulations. Along with the Conflict of Interest course which will prompt you to submit your annual Principles of Business Conduct and Conflict of Interest Form.</p> <p>In Year Three, active volunteers will receive a refresher course: Data Privacy and Protection. Along with the Conflict of Interest course which will prompt you to submit your annual Principles of Business Conduct and Conflict of Interest Form.</p> <p>The time to complete any course is subject to the learner but based on anecdotal data, the prior training courses took 3-6.5 hours to. We've significantly reduced that and the estimates for the new training are:</p> <table border="0" data-bbox="467 1113 828 1249"> <tr> <td>Year One</td> <td>32-45 minutes</td> </tr> <tr> <td>Year Two</td> <td>22-30 minutes</td> </tr> <tr> <td>Year Three</td> <td>22-30 minutes</td> </tr> </table>	Year One	32-45 minutes	Year Two	22-30 minutes	Year Three	22-30 minutes
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Is the learning platform changing as well?	Yes. We're moving compliance-related courses onto the IEEE Learning Network (ILN Volunteer Training) site. If you have taken advantage of the continuing education available on the public-facing IEEE Learning Network , the Volunteer Training site will be familiar.						
What is different about the new ILN Volunteer site?	ILN will feel very similar to other learning platforms you've experienced. On the Home page you'll find the "My Volunteer Courses" portlet listing all your volunteer assignments. The ILN Volunteer Training site was created for IEEE volunteers and will offer only courses for our volunteers. Access to the ILN Volunteer Training site is set up with single sign-on for IEEE accounts. Your password is the same as you use on any other IEEE system. Please note only those IEEE volunteers who are in an established volunteer role will be invited into the Volunteer Training site.						
Where can I learn more about ILN?	Visit https://www.ieee.org/education/ieee-learning-network/iln-user-guides.html to view ILN user guides.						
What is the new URL to get Volunteer training?	https://volunteers.iln.ieee.org/Default.aspx						

<p>Are the IEEE compliance courses accessible by mobile device?</p>	<p>Yes. While there is no app available for ILN, you can use your mobile or any other device to access courses at: https://volunteers.iln.ieee.org/Default.aspx.</p>
<p>Where can I look at what courses have been assigned?</p>	<p>The course requirements are based on the volunteer's function and responsibility level. On your ILN Volunteer Training Home page, look in the "My Volunteer Courses" portlet to see the courses assigned to you for your position.</p>
<p>When will these changes go into effect?</p>	<p>Late in September 2021, there will be a short blackout period during which we'll transition your records from our prior learning platform into IEEE's member database to preserve that data. At the same time, we will transition any incomplete course assignments into the ILN Volunteer Training site. We anticipate that the new system will go live on or about 30 September 2021.</p>
<p>Who do I contact about my course history? How will I access that information?</p>	<p>Simply reach out to the Support Center either by submitting a request or having a Live Chat with a service professional, 24 hours 5 days a week, Sunday 4:30 pm through Friday 4:30 pm ET. They'll be able to provide you with the information you need.</p> <p><i>Live chat means there are agents available to chat with real-time and receive instant responses during the business hours noted.</i></p>
<p>I have already taken compliance courses this year, does this mean I will need to take it again?</p>	<p>If you completed your <i>Code of Conduct</i> training in 2021, you will not be assigned the IEEE Compliance for Volunteers: Integrity in Action. You will however be assigned the Conflict of Interest course which is new.</p> <p>NOTE: Volunteers with incomplete courses or those who have not recently completed training, will be assigned both courses. The refresher courses for Sanctions, Export Controls & Boycott Regulations and Data Privacy and Protection will be released, respectively, in 2022 and 2023.</p>
<p>What happens if I have started but not yet completed a course?</p>	<p>We will only be transitioning completed courses. If a course is "in progress" on migration it will be recorded as incomplete, and a new course assignment issued. Volunteers are encouraged to complete any outstanding course assignments as soon as possible.</p>
<p>Are there other compliance related courses available to take, even if not required for my volunteer position?</p>	<p>Yes. All the compliance courses are available on-demand. Click <i>Browse Catalog</i> at the top of your screen to view all of the courses available in the ILN Volunteer Training site.</p>  <p><i>Menu bar in ILN Volunteer Training site with focus on Browse Catalog</i></p> <p>Then filter by course provider; just select the <i>Legal and Compliance</i> checkbox to view available Compliance courses.</p>  <p><i>Filter option to select only Legal and Compliance courses in the ILN catalog</i></p>
<p>I have been a volunteer for many years. How often do I need to retake training?</p>	<p>The Conflict of Interest course is required annually for active volunteers. The IEEE Compliance for Volunteers: Integrity in Action and refresher courses on Sanctions, Export Controls & Sanctions and Data Privacy & Protection are valid for three years. After three years, new course assignments will be issued to active volunteers.</p>
<p>Can I receive Professional Development Hours (PDHs)?</p>	<p>Yes; IEEE compliance courses qualify for Professional Development Hours (PDHs). You will receive a certificate of completion for the course right from the ILN Volunteer Training site;</p>

for IEEE compliance training?	the certificate will indicate the number of PDHs earned.
I received an email to take the courses, but I no longer have a volunteer position. Do I still have to take the training?	Please contact the IEEE Support Center to confirm whether or not the compliance course is required and, if necessary, to update your volunteer record. You may contact the Support Center by submitting a request or having a Live Chat with a service professional, 24/5, Sunday 4:30 pm through Friday 4:30 pm ET.
Where can I find the Code of Ethics and other IEEE policies?	The Code of Ethics and other IEEE Policies are now available by hyperlink from within the Compliance Courses and may also be found at: https://www.ieee.org/about/compliance.html
Who do I contact with questions related to the compliance courses?	If you do not find the answer to your question in this FAQ, you can submit your request or conduct a Live Chat with a service professional, 24/5, Sunday 4:30 pm through Friday 4:30 pm ET. This will ensure that your question is answered by the person best able to address your specific needs.