



Corporation for Public Broadcasting

Harassment and Bias Prevention Training Requirement

Recorded January 2024

Presenters

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Vice President, CSG & Station Initiatives

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Training Objectives



For radio and TV grantees:

- Understand CPB's HBPT requirement and objective.
- Learn about 2 options to fulfill the requirement.
- Know how to access training available at no cost.
- Take steps to ensure your station's compliance.
- Know how to find resources and assistance.

Agenda



- CPB's harassment and bias prevention training (HBPT) requirement and objective.
- Two options to fulfill the requirement.
- The CSG recipient's role in ensuring HBPT compliance
- Demonstration of the training tools
- Resources and Support

Submitting Questions



- Press Q&A button towards the bottom center of your screen.
- Type question in field at bottom of screen.
- Hit send.

Submitting Questions



Trainingcsg@cpb.org

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HBPT Requirement



Objective:

- To support efforts to create a workplace environment that is free of harassment and bias.

HBPT Requirement



Annual training:

CSG recipients must provide annual workplace harassment and bias prevention training to:

These staff	Details
Employees	FT, PT, salary, wage
Officers or Senior Managers	President, CEO, VP, COO, CFO, General Manager
Interns	Paid or unpaid

HBPT Requirement



Annual requirement:

Training must be provided each year.

To qualify for your CSG for this year:	Complete your training by this date:
FY 2025	September 30, 2024
FY 2026	September 30, 2025
FY 2027	September 30, 2026

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Two training options

1. Training of your own choice, if it covers:
 - What constitutes acceptable and unacceptable workplace behavior;
 - How to recognize harassment and bias when it occurs; and
 - How to report and respond to violations.
2. Online training provided at no cost by CPB

Training option 1:

Training of your own choice, if it covers:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment and bias when it occurs; and
- How to report and respond to violations.

Training option 2:

Online training provided at no cost by CPB

- ✓ Most CSG recipients have already opened training accounts in EVERFI.
- ✓ If you have never used CPB's training but want to, email trainingcsg@cpb.org.

Training Options



Everfi training:

- Learners should be added prior to the training launch every year or as they join your staff.
- They will receive a lesson assignment shortly after they are registered.
- After that, they will receive an email reminder every two weeks until they complete the training.

Training Options



Everfi training:

- All registered learners will receive the training “Preventing Harassment and Discrimination: Gateway.”
- Station administrators assign an optional training for supervisors called “Preventing Harassment and Discrimination: Supervisors”.

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Station Training Administrator:

- Each station has a training administrator.
- They add learners using our CPB website training extension.
- They track their learners' attendance and completion of the training.

Financial Reporting



CSG Certification:

Grantee certifies that it currently complies with each of the following requirements in the [General Provisions](#).

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	A. Annual Harassment and Bias Prevention Training Requirement Annual harassment and bias prevention training is required for all officers, employees, and interns of each station as a condition of the CSG recipient's eligibility.
<input checked="" type="radio"/>	<input type="radio"/>	Does Grantee comply with these requirements?
<input type="radio"/>	<input type="radio"/>	B. Annual CPB-sponsored Compliance Training Requirement Grantee must complete at least one live webinar or in-person CPB-sponsored compliance training session annually.
<input checked="" type="radio"/>	<input type="radio"/>	Does Grantee comply with this requirement?

Agenda



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- The CSG recipient's role in ensuring HBPT compliance
- **Demonstration of the training tools**
- Resources and Support

Demonstrating the Training Tools



Demo:

- How to use the extension tool.
- Navigating the EVERFI platform.

Submitting Questions



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Agenda



- CPB's harassment and bias prevention training (HBPT) requirement and objective.
- Two options to fulfill this requirement.
- Online training available to CSG recipients.
- What is the CSG recipient's role in ensuring HPBT compliance?
- Demonstration of the training tools
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Where to Find Resources



cpb.org/stations/harassment-prevention-program

Harassment and Bias Prevention Training Program – 2024

CPB requires annual harassment and bias prevention training for all officers (examples: President and CEO, Vice President, COO, CFO and General Manager), employees (full-time and part-time who are paid a salary or hourly wage), and interns (paid and unpaid) as a condition of the Grantee's eligibility for a radio or television Community Service Grant (CSG).

To fulfill this requirement, stations can use a harassment and bias prevention training program from EVERFI that CPB offers at no charge. The next round of EVERFI training will launch on **January 22, 2024**, and CPB will notify stations when it is available.

Alternatively, stations may use another program of their choice if it covers these three topics:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment and bias when they occur; and
- How to report and respond to violations.

No matter which option is chosen, station staff must complete their training **no later than September 30, 2024**, for their station to qualify for an FY2025 CSG. Head of Grantees and Licensee Officials must certify their station's compliance with this requirement in the FY2025 CSG Agreement and Certification of Eligibility which is scheduled to be released in CPB's Integrated Station Information System in early November 2024.

To use the EVERFI Training:

- The staff person designated as your station's training administrator for the EVERFI program is responsible for adding and updating your station's user information for this training. Stations opting to use EVERFI track their learners' training progress online. Instructions on this page help stations' training administrators to access their accounts and run reports on the status of training completed by their staff.
 - [EVERFI Instructions for Administrators - FY 2024](#)
 - [EVERFI Instructions for Individual Users – FY 2024](#)
 - [Instructions for CPB's EVERFI Extension – FY 2024](#)
 - [Accessing the Training Progress Report in EVERFI- FY 2024](#)

Where to Find Resources



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CPB requires annual harassment and bias prevention training for all officers (examples: President and CEO, Vice President, COO, CFO and General Manager), employees and part-time who are paid a salary or hourly wage), and interns (paid and unpaid) as a condition of the Grantee's eligibility for a radio or television Community Development Grant (CSG).

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Where to Find Resources

cpb.org/stations/harassment-prevention-program



Frequently Asked Questions

- Q. Who must take the Harassment and Bias Prevention Training (HBPT) for the purposes of CSG Certification?
- Q. Are stations obligated to conduct HBPT for contractors or temp employees hired by an outside agency?
- Q. Are my university administrators required to take the training?
- Q. Do you have to train employees that have resigned and are not on the payroll at the time of the training?
- Q. Does everyone need to take this training every year?
- Q. If we don't use EVERFI, how do I know if the training that my station employees take is sufficient? Also, will CPB review and approve my alternative training program?
- Q. For State university licensees that do Title IX training already, what will we need to do to verify that our training meets all requirements (if we use our current training, rather than the option CPB is offering)?
- Q. We plan to use our university's training which meets the criteria. However, interns are not able to access this. Can we use both the EVERFI training for interns and the university program for everyone else?
- Q. My station has not previously registered for this training but would like to use the EVERFI program. How do I set up a training account in EVERFI?

Where to Find Resources Website cpb.org



Home / Grants / Community Service Grants

Community Service Grants

CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming—all of which represent an immeasurable value to the American people. Applicant and current recipient stations must each year meet a variety of legal, managerial, staffing and operational criteria for CSG funding.

- [Television CSG General Provisions](#)
- [Radio CSG General Provisions](#)

Compliance

- [Harassment and Bias Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- [Compliance Hotline: \(202\) 879-9655](#)
- [Compliance Checklist 2021 350KB PDF](#)
- **Compliance Alerts:**
 - [2018](#)
 - [2017](#)

Integrated Station Information System

The CSG legal forms as well as reporting tools (AFR, FSR, SABS, and SAS) can be found on the integrated station information system.

Training

CPB provides pre-recorded and live training sessions on financial reporting, completing forms and CSG compliance. To view or sign up for training, visit our [training site](#).

Where to Find Resources



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[Home](#) / [Grants](#) / [Community Service Grants](#) / [Communications Act Certification Requirements for Community Service Grant Recipients](#) / [CSG and ISIS Training Opportunities](#)

CSG and ISIS Training Opportunities

Next Live Online Webinars

- [How to Complete the Station Activity Survey \(SAS\): January 16 2024, at 2:00PM EST](#)
 - [How to Complete Harassment and Bias Prevention Training: January 17 2024, at 2:00PM EST](#)
 - [Introduction to Financial Reporting: January 23, 2024 at 2PM EST](#)
- [View all future training sessions.](#)

We strongly encourage all station/licensee staff assigned to ISIS security groups to sign up for as many webinars and face-to-face workshops as needed to understand the use of ISIS, CSG compliance and certification, as well as how to complete CSG legal, financial, survey and other reporting forms. Inquiries related to SABS and SAS should be sent to SABS@cpb.org and SAS@cpb.org, respectively. For all other inquires, please email CSG@cpb.org.

Pre-Recorded Web-Based Training

Completing the Station Activities Benchmarking Study (SABS) Survey.

This recorded live training session is a practical how-to session on accurately completing the SABS survey. Attendees will be led through ALL sections of the survey and discuss the types of financial and non-financial information to be reported. Geared for television grantees.

December 2023



Pre-Recorded Completing the FSR

CPB staff will discuss the financial reports requirements that are unique to Financial Summary Report (FSR) filers and guide attendees through detailed instructions on completing the FSR.

October 2023



Upcoming Training Schedule



- Introduction to Financial Reporting: January 23, 2024 at 2PM EST
- Completing the Station Activities Benchmarking Study (SABS) Survey (for TV CSG recipients): January 24 2024, at 2:00PM EST
- Completing the Station Activities Benchmarking Study (SABS) Survey (for TV CSG recipients): January 25 2024, at 2:00PM EST
- What is NFFS? January 30, 2024 at 2PM EST
- Completing the Financial Summary Report: February 6, 2024 at 2PM EST

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CSG Resources



cpb.org

Resource documents

Webinars

Training Help Desk

Email: Trainingcsg@cpb.org