



**COLORADO CENTER FOR MEDICAL LABORATORY SCIENCE
VERIFICATION OF ANNUAL FERPA TRAINING FOR CLINICAL SITES**

It is crucial that, on an annual basis, all individuals who work with CCMLS students:

1. Review the provided FERPA powerpoint presentation
2. Contact CCMLS with any questions

The clinical liaison(s) in each rotation site should annually:

1. Verify that all individuals who work with CCMLS students have reviewed the provided FERPA powerpoint presentation
2. Read and check the following statements, sign, date, and return to the CCMLS offices by:
 1. email: sdifalco@msudenver.edu
 - OR
 2. fax: 720- 324-8638

_____ I have reviewed the FERPA presentation provided by CCMLS, understand its content, and have contacted the school with any questions.

_____ All individuals who work with CCMLS students have reviewed the FERPA presentation provided by CCMLS, understand its content, and have contacted the school with any questions.

_____ When working with CCMLS students, all individuals will comply with FERPA policies and procedures

_____ If any individual has any questions in the future about FERPA policies/procedures, they will contact CCMLS

_____ If any individual who works with CCMLS students observes violations of FERPA policies, they will Remind individuals of the confidential nature of student information, and they will contact CCMLS

_____ If individual(s) join the department staff after the annual FERPA training is complete, and will be working with CCMLS students, I will assure that they review the FERPA powerpoint presentation, and contact CCMLS with any questions.

Signature of Clinical Liaison

Date

Printed name of Clinical Liaison

Clinical Site

Clinical Department