



Nebraska Extension Civil Rights Compliance Training— Introduction and Overview

December 5, 2025



Training Overview

- Today's training and year-round expectations (*Dave Varner*)
- Nondiscrimination Policy and Procedures (*Marc Pearce*)
- Language Access – Translation and Interpretation (*Jessica Lankford*)
- Title IX – Sexual Misconduct (*Meagan Counley*)
- ADA/Section 504 – Prohibits Discrimination Against People with Disabilities: Employee and Learner Accommodations (*Deb Huryta*)

Training Overview

- NU Bridge Learning Management System –Civil Rights Training Journey (*Nathaly Jimenez*)
- Action Steps/Recurring Expectations (*Dave Varner*)
- Annual Internal Civil Rights Review Checklist (*Dave Varner*)
- Final Thoughts, Questions and Clarification (*Dave Varner*)

Extension's Federal Partner



Federal Civil Rights Compliance Review

A compliance review is a systematic inspection designed to determine how well extension programs and operations continue to fulfill equal opportunity requirements as outlined in USDA civil rights rules and regulations and provide guidance to ensure compliance.

Federal Civil Rights Compliance Review

- **August 2023** – Notified of impending Extension Division review, including data and document requests.
- **September 2023** – Data and document process completed
- **June 2025** – Review team communicates opportunities for improvement to Extension administration
- **September 2025** – Extension administration submits corrective action plan to be implemented January 1, 2026
- **December 2025** – Expecting final review correspondence

Civil Rights Review Categories

- ☐ Organizational Capacity
- ☐ Civil Rights Knowledge and Procedure
- ☐ Advisory Boards and Committees
- ☐ Program Delivery
- ☐ Data Collection and Integrity
- ☐ Nondiscrimination Based on Sex
- ☐ Public Notification and Outreach
- ☐ Accessibility for Individuals with Disabilities
- ☐ Language Access



EXTENSION

UNIVERSITY OF
Nebraska
Lincoln



INSTITUTIONAL EQUITY AND COMPLIANCE

[Report Sexual Misconduct](#)[Report Discrimination and Harassment](#)

Welcome

Institutional Equity and Compliance provides leadership and support to the campus community. We serve as the civil rights office for the campus and handle all matters that involve any form of discrimination and/or harassment based upon a protected status and any form of sexual misconduct.

Quick Links

[Report a Concern](#)[Online Title IX Training](#)[Search Process Seminars](#)[Meet our Staff](#)



EQUITY AND COMPLIANCE

Nondiscrimination Policy and Procedures

Marc Pearce

Associate to the Chancellor

UNL Office of Institutional Equity and Compliance

Title VI

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.)
Prohibits discrimination on the basis of **race, color, and national origin** in programs and activities receiving federal financial assistance.

“Not only is discrimination based on protected characteristics illegal under federal law, but it is also dangerous, demeaning, and immoral.” – US Attorney General Pam Bondi, July 29, 2025.

Nebraska State Constitution Article I-30

(1) The State shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting.

University of Nebraska Nondiscrimination Statement

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

<https://equity.unl.edu/notice-nondiscrimination/>

University Obligations

UNL must promptly respond to discrimination/harassment that it knew or should have known about and:

- Stop the discriminatory conduct,
- Prevent the recurrence of discriminatory conduct, AND
- Remedy the effects of the discriminatory conduct

“Discrimination”

“Discrimination” means engaging in practices or acts that impermissibly use, or produce unfavorable outcomes on the basis of, individuals’ status or statuses protected by state or federal law or University policy.

The policy specifies **three different varieties of discrimination.**

“Disparate Treatment”

- “Disparate Treatment” is harmful, differential treatment of others based on a status that is protected by state or federal law or University policy.
- Harassment is an example of disparate treatment discrimination.
- The use of discriminatory practices regarding a person’s employment or enrollment is also considered disparate treatment.

“Harassment”

“Harassment” means unwelcome conduct that is based on an individual’s protected status or statuses, **and**

- a) Enduring the conduct becomes a condition of continued employment or enrollment, **or**
- b) The conduct is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive.

Individuals subjected to alleged harassment must demonstrate that the conduct is based on their protected status or statuses. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of impermissibility. To be impermissible, the conduct must create a work or educational environment that would be intimidating, hostile, or offensive to a reasonable person.

“Disparate Impact”

“Disparate Impact” means engaging in practices or actions that are intended and designed to be neutral but produce unfavorable outcomes that disproportionately affect individuals with a protected status.

“Failure to Provide a Reasonable Accommodation”

“Failure to Provide a Reasonable Accommodation” means an individual has a qualifying condition, characteristic, or circumstance that would justify a reasonable accommodation without posing an undue hardship to the University, but no reasonable accommodation was provided after the individual engaged in the interactive process seeking an accommodation.

“Retaliation”

“Retaliation” means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, or proceeding under this policy.

Report to IEC

- All employees are expected to report possible discrimination/harassment to IEC.
 - Reports will trigger outreach to the affected parties to offer supportive resources and information about filing a formal complaint.
 - No one is required to make a formal complaint or participate in the process if they do not wish to.
 - IEC will run the University's process to meet its response obligations under the law and policy.

University Response to Reports



[Link](#)

Questions

Language Access – Translation and Interpretation

Jessica Lankford

Informal Resolution Specialist

UNL Office of Institutional Equity and Compliance

“Language Access”

UNL ensures that access to programs, activities, and services to persons with limited English proficiency (LEP), and services are not significantly restricted, delayed or inferior to programs and activities provided to English-proficient individuals.

Presently, UNL departments and partners, including Nebraska Extension, provide language access services to parties accessing services and programs through UNL. Translation, interpretation, programs for individuals who are hearing impaired are provided to those in need of access. Needs have been identified through surveys and research into area language and service use.

[About](#)[Academics](#)[Experiential Learning](#)[Academic and Career Advising](#)[Research](#)[Outreach and Impact](#)[Nebraska](#) › [CAS](#) › [Department of Modern Languages and Literatures](#) › Translation and Interpretation Services

Translation and Interpretation Services

The Nebraska Translator and Interpreter Corps (NETIC) is an award-winning organization under the wing of the Department of Modern Languages and Literatures. We work with different partners and members of UNL to provide the Nebraskan community with quality and affordable translation and interpretation services.

NETIC's goal is to eliminate language barriers and create strong, dynamic connections between the different communities in Nebraska. Our team of translators and interpreters comes from a wide range of cultural and professional backgrounds, allowing us to offer translations and interpretations that are accurate, culturally nuanced, and contextually appropriate.

- Services are available for Arabic, English, French, German, and Spanish.
- Specialized services in health, non-profit, legal, and policy/governmental settings, as well as literary and scholarly requests.
- Each translation undergoes a language and terminology assessment by a faculty mentor to ensure its quality and accuracy.

NETIC creates professional training and experience for graduate students while promoting the full participation of the Nebraska community in all its richness.


Get your quote today! All you have to do is provide your contact information and upload your document.

[Request translation or interpretation](#)

Additional Information

Become a translator or interpreter

[NETIC Members Application](#)

We are committed to supporting the growth of our members, current and new, so we are happy to provide you with additional training from the hands of our partners at [ALC Bridge](#) .

Let us know if you are interested!

Contact

unlnetic@nebraska.edu

If you are requesting a service, please use the service form instead of the email. Thank you.

CONTACT US

 660 N 12th St
1111 Oldfather Hall
Lincoln, NE 68588-0315

 402-472-3745
 modlang@unl.edu

RELATED LINKS

[Academic and Career Advising Center](#)
[Center for Digital Research in the Humanities](#)
[Education Abroad](#)
[Modern Language Association](#) 

CAMPUS LINKS

[Directory](#)
[Employment](#)
[Events](#)
[Libraries](#)



UNIVERSITY of
Nebraska
System

[CONTACT](#)

Questions



EQUITY AND COMPLIANCE

Title IX – Sexual Misconduct

Meagan Counley

Assistant Director and Title IX Coordinator

UNL Office of Institutional Equity and Compliance

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Policy and Procedures

- Board of Regents Policy, RP-2.1.8 Sexual Misconduct
 - Executive Memorandum No. 38 Procedures for Sexual Misconduct Reports Against Students
 - Executive Memorandum No. 39 Procedures for Sexual Misconduct Reports Against Employees

Prohibited Conduct

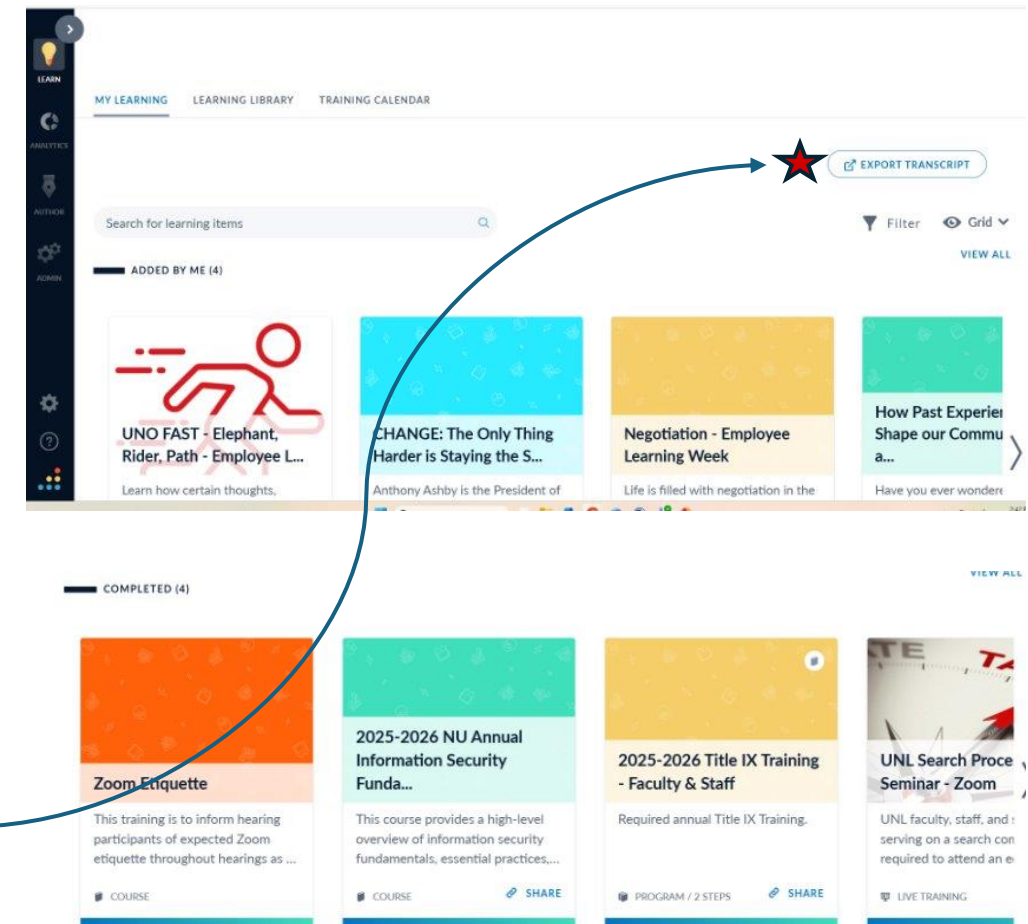
- Sexual Misconduct
 - Sexual Harassment
 - Quid Pro Quo
 - Hostile Environment Harassment
 - Sexual Assault
 - Rape
 - Fondling
 - Incest
 - Statutory Rape
 - Dating & Domestic Violence
 - Stalking
 - Sexual Exploitation
- Retaliation

Training

- Annual
- Enrollment in August
- 60 days to complete
- Bridge
 - <https://nebraska.bridgeapp.com/learner/courses>
- 40 minutes

On Bridge

1. Log in with NUID and Password
2. In “My Learning” – if you have trainings pending you will see that section at the top, right below the search bar.
3. Scroll down to see your completed trainings for the current year.
4. If you want to see all the trainings you’ve completed, you can export your transcript ★



Accessing the Training

1. Title IX training tile



2. Module listing

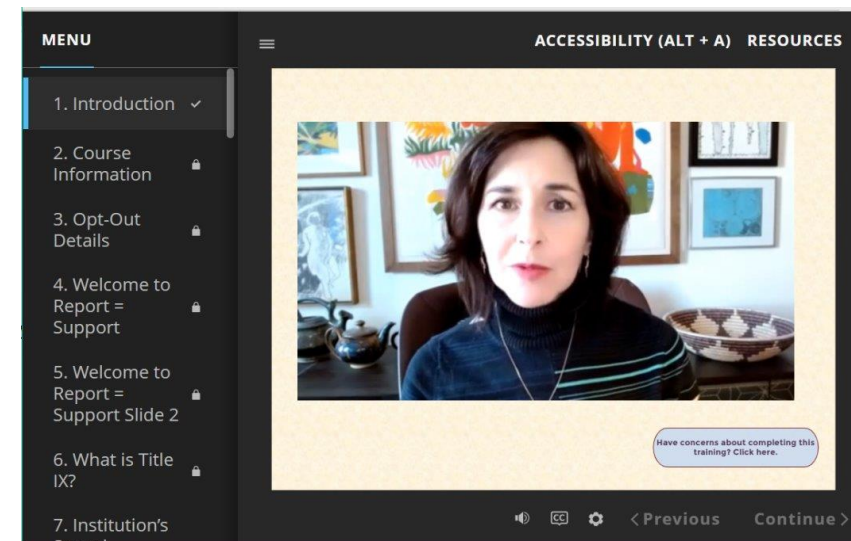


3. Follow prompt to launch

[← BACK TO PROGRAM](#)

[Click here to launch the lesson.](#)

4. A new window will open

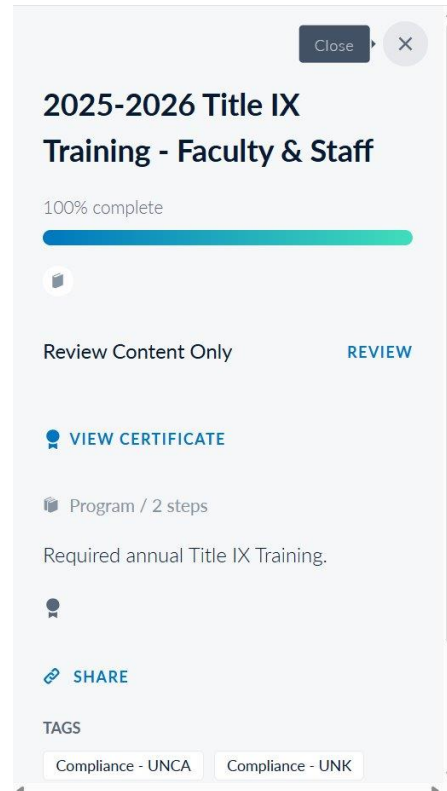


Note: If you encounter difficulties accessing the training or notice any accessibility issues, please contact IEC.

Download Your Certificate



1. Go to “Completed” Section on Bridge.
2. Hover and click “Details”.



3. Click on “View Certificate”.
4. In new page, click “Print”
 - Can be saved as a PDF



Reporting & Resources

The screenshot shows the website for the University of Nebraska-Lincoln's Institutional Equity and Compliance department. The header includes the university name, a user profile for 'Meagan', and a search icon. The main navigation bar is red and contains links for Sexual Misconduct And Title IX Resources, Discrimination and Harassment, Faculty/Staff Disability Services, Search Procedures, and Trainings Offered by Institutional Equity and Compliance. A yellow arrow points to the 'Sexual Misconduct And Title IX Resources' link. A red sidebar on the left lists various resources under the same heading. A green arrow points from the sidebar to the 'Report Sexual Misconduct' button. The main content area features a large image of a building with the text 'INSTITUTIONAL EQUITY AND COMPLIANCE' and two buttons: 'Report Sexual Misconduct' and 'Report Discrimination and Harassment'. The footer is divided into three sections: 'CONTACT US' (circled in blue), 'RELATED LINKS', and 'CAMPUS LINKS'. A green arrow points to the 'Report an Incident' button in the footer.

UNIVERSITY of NEBRASKA-LINCOLN

Meagan Search

N INSTITUTIONAL EQUITY AND COMPLIANCE

Sexual Misconduct And Title IX Resources

Discrimination and Harassment

Faculty/Staff Disability Services

Search Procedures

Trainings Offered by Institutional Equity and Compliance

Sexual Misconduct And Title IX Resources

Finding Resources and Support

Reporting & Reporting Responsibilities

Sexual Misconduct Policy & Title IX Policy Statement

How Can I be a Part of the Solution?

Materials Used for Training Decision-Makers and IEC Staff

INSTITUTIONAL EQUITY AND COMPLIANCE

Report Sexual Misconduct

Report Discrimination and Harassment

CONTACT US

501 N 14th St
128 ADMN
Lincoln, NE 68588-0437

402-472-3417
Fax: 402-472-9440
oiec@unLedu

Title IX Coordinator Meagan Counley
titlexcoordinator@unLedu

RELATED LINKS

Office of the Chancellor

Services for Students with Disabilities

Human Resources

Nebraska Mediation Centers

CAMPUS LINKS

Directory

Employment

Events

Libraries

Maps

News

Office of the Chancellor

Report an Incident

BIG
UNIVERSITY of
Nebraska
System

Questions



EQUITY AND COMPLIANCE

ADA/Section 504

Deb Huryta

ADA/504 Compliance Officer

UNL Office of Institutional Equity and Compliance

Americans with Disabilities Act (ADA)

Access

Accessible Facilities

- Built Environment

- Digital Environment

Accommodate

- Students

- Faculty

- Staff

- Visitors

Disability Definition

(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(B) a record of such an impairment; or

(C) being regarded as having such an impairment

Reasonable Accommodation Definition

A reasonable accommodation, under ADA and the Rehabilitation Act, is assistance or changes to a position or workplace that will enable an employee to do their job despite having a disability. This is a long-term change.

“Reasonable” is determined by the essential functions and the interactive process with Faculty/Staff Disability Services.

Internal Accommodation 1

- Employee self-refers or is referred to IEC by someone else (supervisor, co-worker, family member).
- IEC asks employee to complete intake form, to provide a copy of job description, and to sign a medical release.
- IEC requests medical information from healthcare provider, specifically anything work-related. Confidentiality is maintained.

Internal Accommodation 2

- Interactive Process
 - Employee
 - Medical Provider's Information
 - Supervisor
- Written Accommodation Plan developed

Internal Accommodation 3

- The plan is provided in writing to the employee and the supervisor.
- The plan is signed by both parties.
 - Signatures establish participation in the interactive process and document the timeframe.

External Accommodation 1

Provide a Point of Contact for the Event

Include in event materials:

- Accessibility Statement
- Information for requesting accommodations, including a preferred timeline.

External Accommodation 2

Provide a Point of Contact for the Event Considerations for:

- Sign Language Interpreters
- CART (Communication Access Realtime Translation)
Captioning
- Accessible Technology, including:
 - Websites
 - Social media
 - Including Captions and Audio Description

External Accommodation 3

Physical Environment Assessment

- Parking and Transportation
- Path of Travel, including signage
- Room Setup
- Food and Beverage Service
- Service Animal
- Sensory space and considerations

Campus Resources

Sign Language Interpreter Request Process

<https://ssd.unl.edu/sign-language-interpreting-services/>

Contact Faculty Staff Disability Services for any questions on accommodation provision or requests that cannot be readily provided.

Questions



EQUITY AND COMPLIANCE

NU Bridge System – Extension Civil Rights Training Journey

Nathaly Jimenez

Education and Outreach Coordinator

UNL Office of Institutional Equity and Compliance

Journeys



Welcome to ABC Corporation!

4 steps in total, 0 completed, 1 in progress



Marketing: Social Media Videos

6 steps in total, 3 completed, 3 in progress



Traveling To Mars

2 steps in total, 0 completed, 1 in progress



Accounting Department

4 steps in total, 1 completed, 3 in progress

Civil Rights Education Resources



INSTITUTIONAL EQUITY AND COMPLIANCE

View

Edit

Layout

Revisions

Replicate



Sexual Misconduct And Title IX Resources

- Finding Resources and Support
- Reporting & Reporting Responsibilities
- Sexual Misconduct Policy & Title IX Policy Statement
- How Can I be a Part of the Solution?
- Materials Used for Training Decision-Makers and IEC Staff

Discrimination and Harassment

- Notice of Nondiscrimination
- Nondiscrimination Policy and Procedures
- Public Notice of Title VI Program Rights
- Policy on Chosen Name

Faculty/Staff Disability Services

- ADA/504 Procedure for Identifying a Reasonable Accommodation
- ADA/504 Accommodation FAQ
- Services for Students with Disabilities
- Policy for the Use of Service Animals
- ADA/Section 504 Grievance Procedure

Search Procedures

- Search Committee Training
- Search Waiver Requests

Trainings Offered by Institutional Equity and Compliance

- Online Sexual Misconduct Prevention and Response Training
- Sexual Misconduct Response Workshop for Faculty and Staff
- Sexual Misconduct Response Workshop for Graduate Assistants
- A is for Accessibility
- B is for Barriers
- Americans with Disabilities Act/Section 504 for Supervisors
- Tutorials and Guides

CONTACT US

UNL Nondiscrimination Statement

Long Version

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

<https://nebraska.edu/nondiscrimination>

Short Version *(for space consideration)*

The University of Nebraska does not discriminate based upon any protected status. <https://nebraska.edu/nondiscrimination>

Accessibility Statement

Accommodation requests for registration or attendance may be directed to Dave Varner at least two business days prior to the program at dave.varner@unl.edu or 402-720-2275. Early requests are strongly encouraged to allow sufficient time to meet access needs.

Social Media

Best practices:

- When **publicizing activities or events**, include a link to a webpage for the activity that includes the nondiscrimination statement and the accessibility request statement.
- When **posting about an employment opening**, include a link to the job ad that includes the nondiscrimination statement and accessibility request statement.

Social Media

Example language:

The University of Nebraska does not discriminate based upon any protected status.

<https://nebraska.edu/nondiscrimination>

Accommodation requests for registration or attendance may be directed to (the appropriate person), (the phone number) and (email).

Demographic Data Collection for Extension Program Participants

Marc Pearce
and
Dave Varner

Demographic Data Collection

Please complete the requested demographic data to ensure the accuracy of the data collected for program participants. This information **1)** ensures Extension's compliance with federal civil rights laws and policies, **2)** ensures continued federal funding support for Extension programming, and **3)** helps Extension better serve clientele fairly and efficiently. This data will **only** be used for the purposes stated to protect your privacy.

Required Demographic Data

- **Gender**
 - Male
 - Female
- **Ethnicity**
 - Hispanic or Latino
 - Not Hispanic or Latino
- **Race** (multiple races may be selected)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

USDA/NIFA Civil Rights Compliance Review Final Report (June 2025)

“Extension programs, services, and activities **must be delivered in a non-discriminatory manner**. Recipients **must collect the demographic data of program participants** in accordance with the U.S. Office of Management and Budget’s (OMB’s) Statistical Policy Directive No. 15 (SPD 15) and analyze the data **to ensure that services are delivered fairly and efficiently** across the entire service area, including America's rural and farming communities. Demographic categories **are not to be used as determinants of eligibility for participation** in any federally funded program, but rather, they provide a common language for uniformity and comparability in the collection and use of race, ethnicity, and sex by federal agencies.”

USDA/NIFA Civil Rights Compliance Review Final Report (June 2025)

“Extension programs should ensure that data collection methods are implemented consistently across all programs and activities in accordance with all federal race, ethnicity, and sex demographic data collection requirements, including those indicated in the Office of Management and Budget (OMB)’s classification standards for race and ethnicity. They must also implement methods which ensure that they consistently collect and maintain participants’ demographic data in a manner that safeguards the data’s integrity.”

USDA/NIFA Civil Rights Compliance Review Recommended Actions

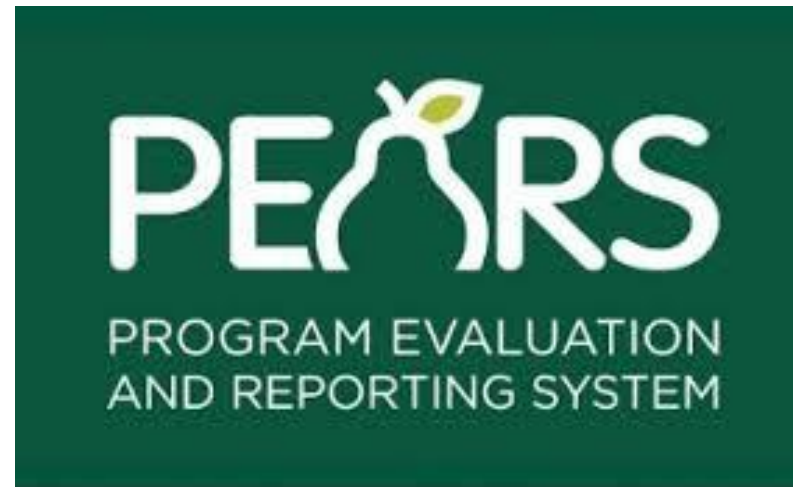
- Verify accuracy and integrity of demographic data collection methods for program participants.
- Reduce the number of unidentified participants by educating participants on the importance of demographic data collection.
- Implement a standardized system that captures demographic data of participants across all programs and activities.
- Consider adoption of 2024 OMB data collection standards and provide appropriate training if adopted.

FAQs

- Do federal Executive Orders prohibit demographic data collection?
- Why are we not using the more recent 2024 OMB Revised Directives?
- Can program participants be required to provide demographic information?
- If a participant does not provide demographic information, can extension staff visually identify the participant's sex/race/ethnicity and fill in the appropriate information?

PEARS Data Collection

- Demographic data
- Accommodation documentation with program activity information



Position Ad Requirements

Staff Positions

Advertisements for open managerial/professional and office/service positions are handled by Human Resources. All advertisements must include the required tagline.

Position Ad Requirements

Faculty/Administrative

All ads must be approved by IEC prior to publication to ensure the following are included: (1) minimum and preferred qualifications; (2) a review of applications date; (3) the application instructions; and (4) the required tag line (see below). The review date must be at least 30 days after the ad is published. Also, the qualifications listed in the ad must match the qualifications posted in the requisition. The position will not be posted until the proposed ad is submitted and approved. If the department wants to create new ads after the posting, the new ads must be submitted for approval prior to publication. Short ads that do not include the qualifications are allowed only if the department posts the long ad in at least one publication (can be an online publication).

Position Ad Requirements

Required Tagline

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. See <https://equity.unl.edu/notice-nondiscrimination/>.

Questions

Action Steps and Recurring Expectations

Action Steps/Recurring Expectations

- ❑ View this “Introduction and Overview” session.
- ❑ Review UNL IEC resources website (<https://equity.unl.edu/>).
- ❑ Complete Civil Rights Learning Journey in the NU Bridge learning management system (LMS) at hiring and annually.
 - Title IX (Sexual Misconduct)
 - Nondiscrimination
 - ADA/504
 - External Accommodations

Action Steps/Recurring Expectations

- ☐ Collect demographic data from Extension board and 4-H Council members (EZCs, Lead Educators, 4-H).
- ☐ Ensure the accuracy and integrity of demographic data collected from Extension program activity participants.
- ☐ Use PEARS to collect/document demographic data for program activities.
- ☐ Ensure that “And Justice for All” posters are visible in public spaces where Extension programming is conducted.

Action Steps/Recurring Expectations

- ☐ Include the nondiscrimination statement on all print and online materials to ensure public awareness of nondiscrimination policies.
- ☐ Ensure that all marketing and outreach materials, such as program notifications and event flyers, include statements about requesting reasonable accommodations.

Action Steps/Recurring Expectations

- ☐ Document all accommodation requests in PEARS when entering program activity information.
- ☐ Use the Nebraska Translator and Interpreter Corps (NETIC) resource or local resources to provide language access accommodations.

Action Steps/Recurring Expectations

- ☐ Continue your awareness, understanding and compliance regarding civil rights policies and procedures. Be a responsible and positive champion for the Civil Rights Act.
- ☐ Review your Civil Rights compliance checklist with your supervisor at hiring and annually.

Annual Internal Civil Rights Review Checklist

Nebraska Extension Internal Civil Rights Review

Annual Compliance Checklist

This civil rights compliance checklist is to be completed annually by all Nebraska Extension employees (university- and county-employed) and verified by their supervisors during winter/spring performance reviews.



CIVIL RIGHTS AREAS OF RESPONSIBILITY	Completed
Organizational Capacity	
I viewed and understood the contents of the Nebraska Extension Civil Rights Training Webinar that occurred on December 5, 2025.	YES/NO
I am aware of my responsibility as a Nebraska Extension employee to understand and follow civil rights policies and procedures.	YES/NO
I am aware of policy and procedure resources available at the UNL Institutional Equity and Compliance website: https://equity.unl.edu/	YES/NO
Civil Rights Knowledge and Procedure	
I understand that I must affirm my understanding of UNL's Nondiscrimination Policy and Procedures by completing this required training in the NU Bridge Learning Management System (LMS) within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed UNL's Nondiscrimination Policy and Procedures training available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am compliant with all policies and procedures.	YES/NO
Advisory Boards and Committees	
I supported and assisted with collecting demographic data from Extension board members and 4-H Council members annually. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO N/A
Program Delivery	
I help ensure the accuracy and integrity of demographic data collection for program participants. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO
Data Collection and Integrity	
I am using the Program Evaluation and Reporting System (PEARS) as a standardized system to document demographic data for all program activities and have completed training on the use of PEARS to collect demographic information.	YES/NO
Sexual Misconduct	
I understand that I must affirm my understanding of prohibited sexual misconduct under Title IX, understanding of the policies and procedures addressing sexual misconduct, and the requirement to complete annual training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO

I have completed annual Title IX training that covers prohibited sexual misconduct, university policy, response to disclosures, and prevention strategies. This training is available in the UNL Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
Public Notification and Outreach	
I ensure that USDA "And Justice for All" posters are posted in public spaces where Extension programming is conducted.	YES/NO
I have included the nondiscrimination statement on all print and online materials to ensure public awareness of nondiscrimination policies.	YES/NO
Accessibility for Individuals with Disabilities	
I understand that I must affirm my understanding of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for program participants by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed ADA/504 training for program participants, available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
I have ensured that all marketing and outreach materials such as program notifications and event flyers, include an accessibility statement.	YES/NO
I have documented all reasonable accommodation requests in PEARS when entering program activity information.	YES/NO
I understand that as a supervisor I must affirm my understanding of Americans with Disabilities Act/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for employees by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO N/A
As a supervisor I have completed Americans with Disabilities Act/Section 504 of The Rehabilitation Act, reasonable accommodation (RA) training for employees, available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO N/A
Language Access	
I am aware of the Nebraska Translator and Interpreter Corps (NETIC) https://modlang.unl.edu/translation-and-interpretation-services/?check_logged_in=1 , housed in UNL's Department of Modern Languages and Literatures to provide translation and interpretation services. I will use this resource as needed for language access accommodations. In some instances, it may be necessary to use community or volunteer interpreters whose specific role is to provide services during programming events.	YES/NO
Verification Signatures	
I attest to my awareness, understanding and compliance regarding civil rights policies and procedures. I have been a responsible and positive champion for the Civil Rights Act.	YES/NO
Employee:	Date:
Supervisor:	Date:



Nebraska Extension Internal Civil Rights Review

Annual Compliance Checklist

This civil rights compliance checklist is to be completed annually by all Nebraska Extension employees (university- and county-employed) and verified by their supervisors during winter/spring performance reviews.



CIVIL RIGHTS AREAS OF RESPONSIBILITY	Completed
Organizational Capacity	
I viewed and understood the contents of the Nebraska Extension Civil Rights Training Webinar that occurred on December 5, 2025.	YES/NO
I am aware of my responsibility as a Nebraska Extension employee to understand and follow civil rights policies and procedures.	YES/NO
I am aware of policy and procedure resources available at the UNL Institutional Equity and Compliance website: https://equity.unl.edu/	YES/NO
Civil Rights Knowledge and Procedure	
I understand that I must affirm my understanding of UNL's Nondiscrimination Policy and Procedures by completing this required training in the NU Bridge Learning Management System (LMS) within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed UNL's Nondiscrimination Policy and Procedures training available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am compliant with all policies and procedures	YES/NO

Advisory Boards and Committees	
I supported and assisted with collecting demographic data from Extension board members and 4-H Council members annually. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO N/A
Program Delivery	
I help ensure the accuracy and integrity of demographic data collection for program participants. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO
Data Collection and Integrity	
I am using the Program Evaluation and Reporting System (PEARS) as a standardized system to document demographic data for all program activities and have completed training on the use of PEARS to collect demographic information.	YES/NO
Sexual Misconduct	
I understand that I must affirm my understanding of prohibited sexual misconduct under Title IX , understanding of the policies and procedures addressing sexual misconduct, and the requirement to complete annual training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO

I have completed annual Title IX training that covers prohibited sexual misconduct, university policy, response to disclosures, and prevention strategies. This training is available in the UNL Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
Public Notification and Outreach	
I ensure that USDA “And Justice for All” posters are posted in public spaces where Extension programming is conducted.	YES/NO
I have included the nondiscrimination statement on all print and online materials to ensure public awareness of nondiscrimination policies.	YES/NO
Accessibility for Individuals with Disabilities	
I understand that I must affirm my understanding of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for program participants by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed ADA/504 training for program participants , available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
I have ensured that all marketing and outreach materials such as program notifications and event flyers, include an accessibility statement.	YES/NO
I have documented all reasonable accommodation requests in PEARS when entering program activity information.	YES/NO

I understand that as a supervisor I must affirm my understanding of Americans with Disabilities Act/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for employees by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO N/A
As a supervisor I have completed Americans with Disabilities Act/Section 504 of The Rehabilitations Act, reasonable accommodation (RA) training for employees , available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO N/A
Language Access	
I am aware of the Nebraska Translator and Interpreter Corps (NETIC) https://modlang.unl.edu/translation-and-interpretation-services/?check_logged_in=1 , housed in UNL's Department of Modern Languages and Literatures to provide translation and interpretation services. I will use this resource as needed for language access accommodations. In some instances, it may be necessary to use community or volunteer interpreters whose specific role is to provide services during programming events.	YES/NO
Verification Signatures	
I attest to my awareness, understanding and compliance regarding civil rights policies and procedures. I have been a responsible and positive champion for the Civil Rights Act.	YES/NO
Employee:	Date:
Supervisor:	Date:

Questions

Final Thoughts and Next Steps

- Participate in a follow-up civil rights segment during the December 11, 2025, Extension Huddle webinar.
- Watch for a notification that Nebraska Extension civil rights trainings are available in the NU Bridge LMS.
- Complete the civil rights training journey promptly (within 60 days) when it becomes available.
- Review your Internal Civil Rights Review Compliance Checklist with your supervisor at the time of hire and annually.
- Help colleagues, advisory board volunteers, and program participants understand and comply with civil rights requirements.
- Ask questions for clarification.

**Thank you for your cooperation
and patience as the new Civil
Rights training and
accountability system
commences.**



Nebraska Extension Civil Rights Compliance Training— Introduction and Overview

December 5, 2025

