Non-Credit Training Requirement

As part of the experiential and applied learning emphasis in the major in Emergency Preparedness, Homeland Security and Cybersecurity 100 hours of training will be required for graduation. CEHC will organize a number of trainings each semester and there is also list of pre-approved trainings that students can pursue on their own. These trainings have been carefully selected to provide important skills and knowledge, help you to apply the concepts you are learning in your classes, and to build your professional portfolio before entering the workforce. Additional trainings will be announced as they become available, and trainings can be approved on a case by case basis by the Director of Experiential Learning.

Documenting the Training: Completion of training must be documented and submitted to the Director of Experiential Learning. Upon declaring the major you will be assigned an advisor within the major. You will work with your advisor and the Director of Experiential Learning to set up your training portfolio and to discuss the trainings that you ought to take to support your academic interests and career goals. You are expected to save documentations that you have completed the trainings in your training portfolio. If the training that you completed appears on the pre-approved list and you can provide documentation of completion, you are permitted to count any training completed during enrollment at UAlbany. If the training you have completed is not on the list you may provide documentation and a justification to the Director of Experiential Learning for approval; it is strongly recommended that you seek approval before participating in the training. Transfer students may count up to 40 hours of training completed prior to enrollment at UAlbany; non-transfer students may count up to 15 hours of training completed prior to enrollment at UAlbany. Any training that does not provide a certificate of completion must have a CEHC Training Form submitted in order for the training hours to be counted towards a student’s training portfolio.

Completing the Training: During the second to last semester before you intend to graduate you are expected to meet with the Director of Experiential Learning and assess the progress that you have made on your training and develop a plan for completing the training requirement. You are expected to meet with the Director again at the start of your final semester. Once the Director of Experiential Learning has reviewed and signed off on your progress, and you have provided that approval to your advisor, you will be provided an AVN to register for classes. This is intended to help make sure that you are on track to finish the training before you intend to graduate, and to get advice and input from your Director of Experiential Learning about how best to complete those requirements and meet your graduation goals. When you have completed the training and the documentation in your training portfolio you may submit your training portfolio to the Director of Experiential Learning for approval. Once the Director has reviewed and approved your trainings they will indicate their approval to your advisor who can update the milestone in your record which is required for degree clearance.