



Fellow Annual Training Requirements

Wounded Warrior Program

Gold Star Program

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[Link to Staff Academy Website](#)

NEW FELLOWS: Manually create a Staff Academy account

- Get a jump on training by creating a Staff Academy account yourself. (The automatic process that follows your on-boarding can take a couple of weeks.)
- [Create your Staff Academy account here.](#) < This link will work from any internet connected device. However, after initial setup, a House Network connection is required to access The Staff Academy site.
- If your office does not issue you a House device (mobile, laptop, tablet, etc.), your training requirements may vary. Contact staffacademy@mail.house.gov for more information.

ETHICS

- This year, training is the same for new and current Fellows (“new and existing employees”).
- The training will be updated soon for 2022 and can be found at The Staff Academy site under the “Required Training” section on the right-hand side of the page.
- **The training due date is based on your start date.**
 - You must complete an education session within **90 days** of date of hire.
 - All Fellows** must complete an education session within **30 days of their date of hire.**

WORKPLACE RIGHTS & RESPONSIBILITIES

- The annual session must be completed **within the first 90 days of House employment, and then once per session of Congress thereafter.**
- If you were hired prior to the release of classes in 2021, you will be notified of your training window.

CYBERSECURITY AWARENESS

- If you have access to the House network, you must take the course titled “Cybersecurity Awareness Training.” It can be found at The Staff Academy site under the “Required Training” section on the right-hand side of the page.
- Cybersecurity Awareness Training is **due 30 days after the first day you can access the House network, and once per year thereafter on the anniversary of the first due date.**
- If you do not have access to the House network, you must notify cyber.training@mail.house.gov so they can mark you exempt.

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