


How to verify and prove you've completed TA requirements for reappointment – Fall 2021

To verify you've completed both requirements for TAs to be eligible for reappointment, please follow these instructions:

- Navigate to hr.wisc.edu/professional-development/
- Click on “Review Your Course History”
- After logging in, click on the “Certificates” tab


After you've fulfilled both the live, virtual session and the Canvas online module, your Graduate Assistants' Equity Certificate will show “Complete” on the top row as will the two components as shown in the image below.



Graduate Assistants' Equity Certificate				
		10/9/2020	9/27/2021	✓ COMPLETE
VIEW EVENTS	REQUIREMENT	COMPLETED DATE	COMPLETION STATUS	
	Graduate Assistants' Equity Workshops	9/27/2021	✓ Complete	
	Graduate Assistants' Equity Workshops - Canvas		✓ Complete	


Examples that show non-compliance with the TA requirement

The image below shows that a person has only REGISTERED for both events and has not yet completed either.



Graduate Assistants' Equity Certificate				
		10/9/2020		
VIEW EVENTS	REQUIREMENT	COMPLETED DATE	COMPLETION STATUS	
	Graduate Assistants' Equity Workshops		Registered	
	Graduate Assistants' Equity Workshops - Canvas		Registered	

This image shows that only the live, virtual workshop has been completed, but not the online Canvas module.



Graduate Assistants' Equity Certificate				
		10/9/2020		
VIEW EVENTS	REQUIREMENT	COMPLETED DATE	COMPLETION STATUS	
	Graduate Assistants' Equity Workshops	10/28/2020	✓ Complete	
	Graduate Assistants' Equity Workshops - Canvas		Registered	