

UMBI e-Learning Program Guidelines

- To qualify for UMBI e-Learning Program, employees you must be paid Faculty or Staff employee, with a valid UMBI email address. Non-paid staff are not eligible.
- Courses can be assigned by Supervisors or Managers and required as part of the employees' career development and/or performance management process.
- Courses that are required by Supervisors or Managers may be taken by employees during normal working hours. (An E-Learning Agreement must be signed).
- Supervisors and Managers are encouraged to give the employee time to take required courses during their normal working hours.
- Employees may take Skill Soft courses for personal enrichment on their own time.
- Courses can be divided into several sessions and do not have to be completed in one sitting.
- Non-exempt employees must have their Supervisors or Managers permission to complete required courses outside of the regular working hours. However, if approved, non-exempt employees will earn overtime hours and must be compensated.
- Employees taking any required courses must receive a score of at least 75% to be consider to have "successfully completed" the course.
- Employees will not achieve successful completion by viewing all content pages only; they must take all required tests and receive a minimum score of 75%.