

Every individual and organization that works for or on behalf of Kaiser Permanente is required to follow all applicable laws, policies, and the provisions of the Principles of Responsibility code of conduct. This includes members of all boards of directors, management, physicians, dentists, employees, students, residents, interns, temporary employees, and volunteers.

Corporate Compliance training can be completed on-line or by completing a paper self study guide.

**Paper Self Study Guide:** To complete your training by the paper self study guide, contact the Physician Education department where your rotation has been granted.

**On-Line:** To complete your training on-line go to: <http://learn.kp.org> and follow the instructions below.

**Once on <http://learn.kp.org> select: "I am an EXTERNAL PERSON"**

On the log-in screen click: **"New External Person/Learner"**

A new registration pop up window will appear. Be sure to fill out every box except those noted.

- Create your User ID with the first four letters of your last name and last four digits of your social security number
- Enter a password you have created.
- **Workplace:** Southern California
- **Default Currency:** leave as US Dollars
- **Time Zone:** Pacific Time (US & Canada),Tijuana
- **Department Name:** Physician Education
- **Agency or Employer:** Your Medical School/Residency
- Leave KP Manager Name Blank
- Ethnicity is optional
- Insert your Primary Address, leave billing address blank

This will create your User ID and password in the KP Learn system.

**Write your log-in and password down.**

**Once you're logged in:**

On the bottom right of the screen, go to **Section (4) Learning Catalog**

Type in **Compliance** and click on search catalog

The search results should include **"Annual Compliance Training, Web based training"**

Scroll to the far right of the screen and **click on Launch** to start the training.

Please complete all sections of the Compliance Training Module.

The entire module should take approximately 17-20minutes.

**After you have completed the training module, you will need to print your certificate of completion or attestation form and submit it to the Physician Education department of your Kaiser Permanente rotation site.**