**I-9 Training for Non-CU Affiliates:**

- Open the HireRight Webinar [https://www.youtube.com/watch?v=BVwq8LRCpwI&feature=youtu.be](https://www.youtube.com/watch?v=BVwq8LRCpwI&feature=youtu.be)

- Once you have listened to the entire HireRight training document, email [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu) to inform them that you have completed the training.

- You will also need to email [Tiffany.Roth@UCDenver.edu](mailto:Tiffany.Roth@UCDenver.edu) and provide a list of programs you are the coordinator for and provide your contact info (name and email).

Once this is done, GME will coordinate Section 1 of the I-9 and invite you and your residents and fellows to complete Section 2 within HireRight **a few days after your trainees’ start date.**