

UC San Diego CANRA Mandated Reporter Acknowledgment Process

DocuSign: [CANRA Mandated Reporter Acknowledgment form](#)

If you have any questions about the CANRA process, please send an e-mail to : employment@ucsd.edu

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Initiator - Specify Recipient

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

CANRA Mandated Reporter

Name:

Email:

Human Resources / Records Retention

Name:

Email:

Enter your information (individual initiating the form). You will receive an e-mail confirmation when the form is completed. When you are done entering information click begin "Begin Signing" – when you view the form on the next page, the CANRA Acknowledgment form has been deployed to the Mandated Reporter.

The Mandated Reporter identified in this step will receive a DocuSign Envelope to complete the CANRA Acknowledgment form as well as information regarding required training. Once the form is signed, the Initiator and Human Resources will receive a copy of the completed form.

Human Resources will:

- Route the completed form to i-Docs to be retained in the employee folder by central offices
- Update UCPATH Security Clearance U13 to reflect the CANRA Acknowledgment
- Deploy CANRA required training via the LMS