



Racial Equity 101 – Frequently Asked Questions

1. Who is required to take Racial Equity 101?

All regular, limited duration, and temporary City of Portland employees whose appointment is for six months or more.

2. I am a new employee. What is the suggested time to start taking Racial Equity 101?

We recommend taking it within 90 days of your start date.

3. Can board members, City contractors, students, and other non-City employees take this course?

Yes. Most of the content is built for City employees, but the principles, framework, and tools are applicable to other areas of work.

4. How do I register for this course?

If you have a City email account, please use www.portlandoregon.gov/sf to access CityLearner and register for the Racial Equity 101 course.

5. What if I don't have a City email account or I am not a City employee?

Please email your request to the Bureau of Human Resources at hrtraining@portlandoregon.gov

6. How long does it take for CityLearner to record credit for completing the training?

The Bureau of Human Resources (BHR) records training completion. Once the final roster is received, generally this process takes up to 5 business days.

7. Who do I need to contact to verify completion of course if it is not showing up in CityLearner yet?

If a week has passed, please contact Bureau of Human Resources hrtraining@portlandoregon.gov

8. Am I required to take a refresher class?

No. However, we highly encourage employees to take a refresher class every two to three years, as the work of Racial Equity and our training materials continue to evolve.

9. Can City Bureaus request additional sessions outside the scheduled hours recorded in CityLearner?

Requests are evaluated on a case-by-case basis. To request an additional session, please contact the Training Manager at the Office of Equity and Human Rights: yolanda.sanchez@portlandoregon.gov

10. I represent a community-based organization, can you bring this training to my community?

Requests are evaluated on a case-by-case basis. Please contact the Training Manager at the Office of Equity and Human Rights: yolanda.sanchez@portlandoregon.gov