NEW FAST COURSES NOW AVAILABLE

There are now three new courses available in the FAST Library:

The FAST Imprest Funds I course explains what an imprest fund is and the various types that are offered for use in campus operations. It reviews the BPM guidelines that ensure compliance and also discuss the roles and responsibilities of Custodians for Imprest Funds.

The FAST Imprest Funds II details how to establish an imprest fund and the processes necessary to maintain a fund. It also discusses the alternatives to imprest fund: the declining balance procard and the loadable card program.

The FAST Service Center and Recharge Operations I course provides an overview of the standards, regulations, and requirements governing University service centers and recharge operations. The course also outlines the procedure for submitting a request to establish a new service center or recharge operation.

These courses and more are available in the FAST Library. Check them out today!

Resources to support learning are available on our website, where you can access and print handouts, Quick Reference Guides (QRGs) and more!

FAST
Refresher Courses

Step 1
Complete a FAST course

2 Years or more

Step 2
Complete the same FAST course again

Step 3
Receive refresher credit

UK

ANNOUNCING FAST REFRESHER COURSES – A NEW WAY TO MEET YOUR TRAINING REQUIREMENTS

To support ongoing employee learning, the FAST program now offers credit for refresher courses taken every two years. This update aims to enhance training and provide participants with the opportunity to earn credit for staying informed on key topics.

Previously, FAST courses could only be taken once for credit, requiring two unique courses per compliance cycle. Now, participants can earn program credit for retaking courses as a refresher after a two-year period. As we launch this opportunity, credit is eligible for refresher courses completed after January 1, 2025.

Participants may identify their eligible courses by reviewing their Learning History in myUK Learning and ensuring that at least two year have elapsed between completions.

Please note that credit for refresher courses will not automatically be applied in the LMS. The FAST team will assign credit for eligible completions.

As this is a new process for our team, we appreciate your patience while we implement the program change. We are dedicated to ensuring a user-focused experience and welcome any feedback you may wish to provide at fandatraining@uky.edu.

THE JUNE 30, 2025 COMPLIANCE CYCLE IS UNDERWAY – CHECK YOUR ASSIGNMENTS AND CHOOSE YOUR COURSES!

For Mandatory Participants:

Training assignments for the June 30, 2025 compliance cycle have been added to the Learning Plans of mandatory participants in myUK Learning.

See below for tips to help support your success as you complete your requirements:

- Add the June 30, 2025, compliance deadline to your calendar. Consider any planned leave or holidays and give yourself enough time to meet the compliance deadline.

- You are required to complete two (2) FAST courses by the deadline. Visit the [FAST Library](#) in [myUK Learning](#) to browse courses and add them to your [Learning Plan](#). If you would like to take a refresher course for credit, review your [Learning History](#) for your completed FAST courses to determine eligibility.

- Any FAST courses completed beyond the required two (2) will count toward requirements for future compliance cycles.

- Resources to support learning such as Handouts and Quick Reference Guides (QRG) can be found on the [Resources](#) page of the FAST [website](#).

For Supervisors:

As a supervisor at the University of Kentucky, it is your responsibility to ensure mandatory participants complete their training requirements on time.

- Allow your employees time to complete their FAST courses during regular working hours.

- Check with your enrolled employees to ensure they are working towards compliance.

- If your employee no longer performs the functions in the [mandatory criteria for enrollment in FAST](#), submit the [Removal Request form](#) to request their removal from the program.

> Do you have a course suggestion? Use [this form](#) to send us your ideas!

EMAIL FAST | VISIT OUR WEBSITE