# Appendix II



Annual Cybersecurity Awareness Training   
Verification Compliance Form

In accordance with the Code of Virginia, Section 2.2-2009 sub-section, all Commonwealth of Virginia agencies shall report to VITA the following compliance information below no later than ***January 31st of each year.***

***Agency Name:*** *Click or tap here to enter text.*

***Information Security Officer:*** *Click or tap here to enter text.*

*Please complete the following:*

1. Provide the number of employees and contractors at your agency: \_\_\_\_\_\_\_\_\_\_\_
2. How many employees and contractors completed Security Awareness Training: \_\_\_\_\_\_\_\_
3. Provide a certification statement that all employees and contractors have completed all required training:

Click or tap here to enter text.

1. Provide a reason or justification that all employees/contractors have not completed all training.

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| Click or tap here to enter text. |

1. Provide an evaluation of the efficacy of the cybersecurity-training program that the agency provided

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| Click or tap here to enter text. |

1. Provide any suggestions on how VITA can improve the mandatory curriculum, materials, or any other aspects of the training program.

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| Click or tap here to enter text. |