



Training Curriculum Breakdown: Administrators (COI)

Below is the recommended training curriculum outline for **COI Administrators**. All materials can be accessed by logging into MasonLEAPS. The direct link to access the full **COI Administrators** curriculum can be found here:

[Full Administrator Curriculum in MasonLEAPS](#)

Material Type	Introduction to RAMP COI
Video	Conflict of Interest Overview
Video	Key Concepts
Video	Review Workflow Overview
Guide	Introduction and Navigation
Material Type	COI Administrator Training
Guide	Certification Overview <ul style="list-style-type: none"> Create Triggering Events Create and Update Certifications
Guide	Create a Retrospective Review or Mitigation Plan
Guide	Ancillary Review Process <ul style="list-style-type: none"> Manage Ancillary Reviews
Guide	Reset Review Stages in a Certification of Pre-Approval Request
Guide	Central Actions <ul style="list-style-type: none"> Force Profile Update Cause Training to Expire Create Certification Manage Write-In Entities Manage Eligible Proxies Assign Proxy Remove Assigned Proxy
Video	Submit a Final Review