

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
	Create Triggering Events
	Create and Update Certifications
Guide	Create a Retrospective Review or Mitigation Plan
Guide	Ancillary Review Process
	Manage Ancillary Reviews
Guide	Reset Review Stages in a Certification of Pre-Approval Request
Guide	Central Actions
	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