

Public School Works

Required employee training courses

What is Public Schools Works?

- **Public School Works** provides a variety of online training courses.
- **The SWO-COG Administration can change the required coursework or requirements at any given time throughout the year.**
- Each employee's PSW account is set up to automatically email the employee each year of the required online course or courses which are required for the employee to complete for the year.
- **Mandatory/Required Online Training Courses** for all new certified substitutes their first school year with the SWO-COG:
 - - Blood Borne Pathogens for School Employees—Full/Refresher
 - - Substitute Employee Handbook
 - - Employee Accident and Exposure Incident Reporting
 - - Lockout / Tagout Awareness
 - - Sexual Harassment
 - - Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)
 - - Social Media: Personal and Professional Use
 - - COVID-19: How to Protect Yourself and Others
 - - Managing Stress and Anxiety during the Coronavirus Pandemic
 - - Child Abuse Recognition/Prevention – *which has 5 modules:*
 - *Module 1—Preventing Child Abuse & Human Trafficking*
 - *Module 2—Depression and Suicide Prevention*
 - *Module 3—Bullying Prevention*
 - *Module 4—Prevention of Mental, Emotional & Behavioral Disorders in Students*
 - *Module 5—Building Safe and Supportive School Environments*
- **Mandatory/Required Online Training Courses** for all returning certified substitutes with the SWO-COG:
 - - Blood Borne Pathogens for School Employees—Full/Refresher - Required every year
 - - Substitute Employee Handbook - Required every year
 - - Employee Accident and Exposure Incident Reporting - Required every two years
 - - Lockout / Tagout Awareness
 - - Sexual Harassment
 - - Title IX: Protecting Students and School Employees from Sexual Harassment (General Awareness)
 - - Social Media: Personal and Professional Use
 - - COVID-19: How to Protect Yourself and Others
 - - Managing Stress and Anxiety during the Coronavirus Pandemic
 - - Child Abuse Recognition/Prevention – *which has 5 modules:* - Required every five years
 - *Module 1—Prevention Child Abuse & Human Trafficking*
 - *Module 2—Depression and Suicide Prevention*
 - *Module 3—Bullying Prevention*
 - *Module 4—Prevention of Mental, Emotional & Behavioral Disorders in Students*
 - *Module 5—Building Safe and Supportive School Environments*

Requirements

- You have **30 days** to complete the required training courses once you receive the email from Public School Works.
- If not completed in 30 days, you will be “inactivated” in AESOP which means:
 - You will no longer receive calls or see jobs to sub in any of the districts coordinated by the SWO-COG.
 - You will lose any future accepted jobs in Aesop.
- **Once inactivated:**
 - You must complete all the required online course(s) which are required for the current school year.
 - Notify the SWO-COG (*Donna or Anna*) to be reactivated.

Additional Information:

Substitutes will not receive payment or credit upon completion of any required online courses!

You will receive an e-mail notification from Public School Works **two weeks** after your orientation session . . .

Subject: Training - New Enrollment

Dear Elizabeth Whitt,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

[Click here to start your training](http://www.publicschoolworks.com/Pages/training.asp?di=531&euid=290421&dia=teciu). If the link does not work, copy and paste the following address in a browser: <http://www.publicschoolworks.com/Pages/training.asp?di=531&euid=290421&dia=teciu> After you log in, click on "Your Course List" and then click on "Enter Class" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments

The following shows your training assignments based on the account information below. If your account information is not current, you can change it when you log in to start your training. If you do change your account information, **your training assignments may change.**

No.	Course Title	Reason	Due Date
M-207	HB276/1 Module 1 - Child Abuse Prevention	Required	6/20/12
M-208	HB276/1 Module 2 - Depression and Self-Destructive Behavior	Required	6/20/12
M-210	HB276/1 Module 4 - Substance Abuse Prevention	Required	6/20/12
M-211	HB276/1 Module 5 - Positive Youth Development	Required	6/20/12
M-254	HB276/1/19 Module 3 - School Violence (MS, HS)	Required	6/20/12
M-026	Bloodborne Pathogens for School Employees	Required	6/20/12
M-100	Employee Accident and Exposure Reporting	Required	5/2016

Your login information

Included in the first e-mail notification

Your Login Information

User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).

Password: enter the last 4 digits of your social security number.

User Name: First initial & last name

John Smith = jsmith

Password: Last 4 of your SSN

To complete courses

- Click the link from the e-mail to log in

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M-254	HB276/1/19 Module 3 - School Violence (MS, HS)	Required	6/20/12
M-026	Bloodborne Pathogens for School Employees	Required	6/20/12
M-100	Employee Accident and Exposure Reporting	Required	5/2016

Take a class

Welcome!
Elizabeth Whitt

YOUR COURSE LIST

YOUR TRANSCRIPT

YOUR LOGIN INFO

AVAILABLE COURSES

YOUR COURSE LIST

Elizabeth Whitt

[Click here](#) to view your annual training plan.

[Click here](#) for a more detailed explanation of this screen and instructions.

Below are the courses in which you are currently enrolled and have not yet completed.

Click
ENTER CLASS

[HELP](#) ►

June 4, 2012

<u>No.</u>	<u>Course Title</u>		<u>Due Date</u>	<u>Why Listed</u>	<u>Rated Min</u>	<u>Info</u>	<u>Type</u>
M-207	HB276/1 Module 1 - Child Abuse Prevention	Enter Class	06/20/12	Orientation	60		Online
M-208	HB276/1 Module 2 - Depression and Self-Destructive Behavior	Enter Class	06/20/12	Orientation	45		Online
M-210	HB276/1 Module 4 - Substance Abuse Prevention	Enter Class	06/20/12	Orientation	45		Online
M-211	HB276/1 Module 5 - Positive Youth Development	Enter Class	06/20/12	Orientation	45		Online
M-254	HB276/1/19 Module 3 - School Violence (MS, HS)	Enter Class	06/20/12	Orientation	45		Online
M-100	Employee Accident and Exposure Reporting	Enter Class	05/2016	Orientation	5		Online

- The course will begin
- Click the Arrow for the next slide
- When finished click Take Test on the left



HB276/1 Module 1 - Child Abuse Prevention

Call toll free 1-866-724-6650, option 4, if you are experiencing a problem completing a course.

- [Click to Start Course](#)
- [Click to Take Test](#)
- [Click to Get Attachments](#)
- [Click to Leave Class](#)



HB 276 MODULE 1: CHILD ABUSE PREVENTION

Background – Ohio HB 276 and HB 1

Ohio House Bill 276 (2007) and House Bill 1 (2009) modified Ohio Revised Code (ORC), Section 3319.073. These modifications require all professional elementary, middle and high school staff to complete four hours of training on the topics of:

- Child abuse prevention
- Violence prevention
- Substance abuse
- The promotion of positive youth development

The training must be completed within two years of the employee's hiring date and then every 5 years thereafter.

This course is the first in a series of five courses developed to meet the training requirements of ORC 3319.073. In addition, the series includes other subject matter related to the safety and well-being of students, including topics from the Ohio Department of Education Safety and Violence Prevention Curriculum.



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