



# W **PUBLIC SCHOOL** WORKS

Required Employee Training Courses

## Required Employee Training Courses

- **Public School Works** provides various online training courses.
- **SWOCOG Administration** can change coursework or requirements anytime during the year.
- **Automatic Email Notifications:** Employees receive annual emails about required courses.



## Mandatory Training for New Certified Substitutes

- ▶ **Bloodborne Pathogens** *(Annual)*
- ▶ **Cybersecurity Awareness**
- ▶ **Employee Accident and Exposure Incident Reporting** *(Every 2 Years)*
- ▶ **Fraud Reporting & Training** *(Every two years)*
- ▶ **Ohio Ethics Law**
- ▶ **Preventing--Child Abuse & Human Trafficking**
  - ▶ Depression/Suicide Prevention
  - ▶ Bullying Prevention
  - ▶ Prevention Mental, Emotional & Behavioral Disorders in Students
  - ▶ Prevention; Building Safe Environment & Supportive Environments
- ▶ **Seizure Recognition & First Aide for School Employees**
- ▶ **Sexual Harassment**
- ▶ **Social Media: Personal and Professional Use**
- ▶ **Speak UP, Sexual Abuse & Violence Prevention Education for Staff (OH-SB 288)**
- ▶ **Student Privacy Rights (FERPA)**
- ▶ **Substitute Employee Handbook** *(Annual)*
- ▶ **SWOCOG 403(b) & 457(b) Plan Information**
- ▶ **SWOCOG Key Board Policies**
- ▶ **Title IX: Protecting Students and School Employees from Sexual Harassment** *(General Awareness)*

## Completion 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 Frontline**, which means:

- You will **no longer receive calls** or see jobs to sub in any of the districts coordinated by the **SWOCOG**.
- You will **lose any future accepted jobs** in Frontline.

## Additional Information

• **No Payment or Credit:** Substitutes do not receive payment or credit for completing required courses.

## Once inactivated:

- You must **complete all the required online course(s)** for the current school year.
- **Notify the SWOCOG** (Donna or Anna) to be reactivated.



# Your Login Information



Included in the first e-mail notification



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

Subject: Training - New Enrollment

Dear Elizabeth Whitt,

It is time to complete training.  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=teclu) 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=teclu> 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

# Take a Class

Select “START”

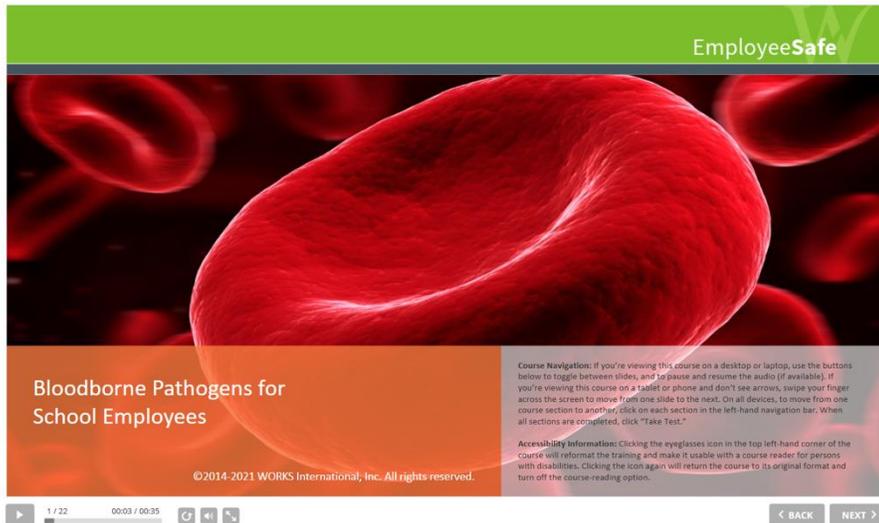
**Current Training**

<p><b>Start</b> ▶</p> <p>Withdraw</p>	<p><b>Bloodborne Pathogens for School Employees — Full / Refresher</b></p> <p>🕒 30 minutes</p>
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# Take a Class Continued

- ▶ The course will begin
- ▶ Click the arrow for the next slide



EmployeeSafe

Bloodborne Pathogens for School Employees

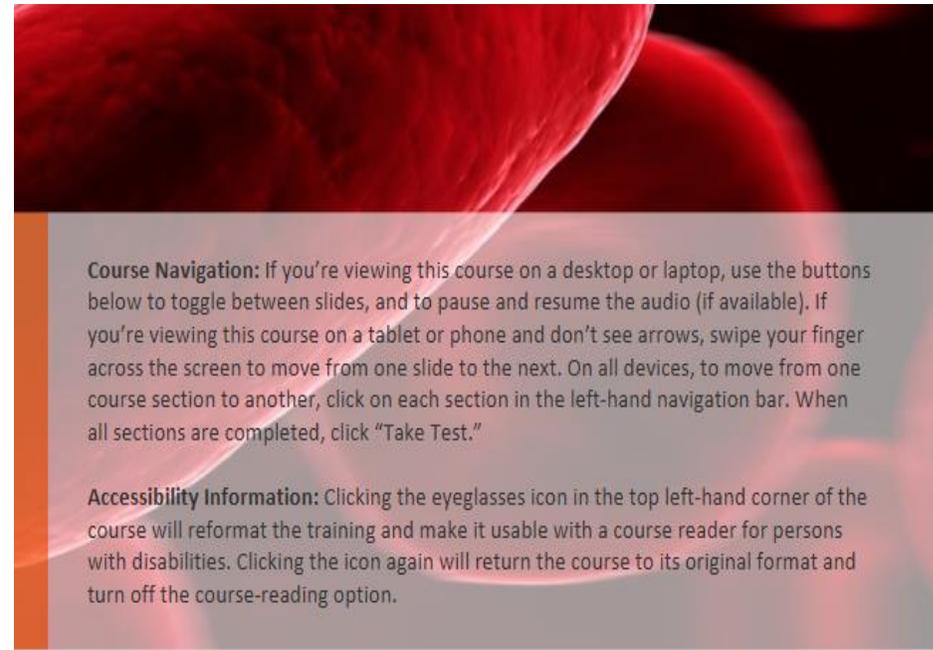
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1 / 22 00:03 / 00:35

< BACK NEXT >

**Course Navigation:** If you're viewing this course on a desktop or laptop, use the buttons below to toggle between slides, and to pause and resume the audio (if available). If you're viewing this course on a tablet or phone and don't see arrows, swipe your finger across the screen to move from one slide to the next. On all devices, to move from one course section to another, click on each section in the left-hand navigation bar. When all sections are completed, click "Take Test."

**Accessibility Information:** Clicking the eyeglasses icon in the top left-hand corner of the course will reformat the training and make it usable with a course reader for persons with disabilities. Clicking the icon again will return the course to its original format and turn off the course-reading option.



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< BACK NEXT >



English ▾

**CLICK EACH SECTION**

✓ 1. Bloodborne Pathogens for Sc...

2. Take Test

**LEAVE COURSE**

Content question?  
1.866.724.6650, Opt. 1

Technical question?  
1.866.724.6650, Opt. 4

Course Feedback?  
Click here to submit.



## Bloodborne Pathogens for School Employees

### End of Section

You have completed this section of the course. You must complete all sections and take the test to receive credit for this course.

Click on the next section in the left-hand navigation bar. If you've completed all sections, please click "Take Test."



## Take Test

Once you have finished the slides click 'Take Test' located on the left of your screen