

Child Abuse Prevention Training

To begin, licensed employees will need to complete all 5 child abuse modules, beginning July 1, 2012. Those licensed employees with a district email address will receive an email notice regarding the training on July 1, 2012. For convenience, the email will contain an Internet link to start training. **Please note that if you have completed all 5 modules of the child abuse training (4 hours) by convocation day, August 23rd, and submit your printed transcript page to your building office you may leave for the day by 10 a.m. Otherwise, you may complete the training at scheduled times on convocation day.**

Printing your transcript: Click on the 'Your Transcript' link, which is in the left menu after you are logged in. Then click on the link "click here to print this page." **This transcript page will serve as your "exit ticket,"** which allows you to leave for the day by 10 a.m.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the Superintendent's Office will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Login to your Salem City Schools email
2. Open the email from Kenneth Hardy (See Image Below)
3. Click on the link "Click here to start your training"

From: Kenneth Hardy [mailto:support-29ed2@publicschoolworks.com]
Sent: Friday, April 20, 2012 2:51 AM
To: Employee of Salem City Schools
Subject: Training - New Enrollment

Dear Employee of Salem City Schools,

It's 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=16&euId=249949&dia=) If the link does not work, copy and paste the following address in a browser: <http://www.publicschoolworks.com/Pages/training.asp?di=16&euId=249949&dia=> 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.

No.	Course Title	Reason	Due Date
M-207	HB276/1 Module 1 - Child Abuse Prevention	Required	5/30/12
M-208	HB276/1 Module 2 - Depression and Self-Destructive Behavior	Required	5/30/12
M-254	HB276/1/19 Module 3 - School Violence (MS, HS)	Required	5/30/12
M-210	HB276/1 Module 4 - Substance Abuse Prevention	Required	5/30/12
M-211	HB276/1 Module 5 - Positive Youth Development	Required	5/30/12

Your Login information
User Name: enter the first part of your Salem City Schools' email address (without the @saalem.k12.oh.us)
Password: enter the last 4 digits of your social security number.

Your Account Information
Site:
Pri. Occupation:
Sec. Occupation:
Dept./Group:

Please note, employee training is a very important part of our staff development and regulatory compliance programs. Our online training system allows you to complete training at your own pace at a convenient time. Your training is very important.

4. Enter your user name (first part of your school email address without @saalem.k12.oh.us) and password (last 4 digits of your SSN)
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed and then click on the button: "Click here when correct."
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Enter Class."

After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**