

ANNUALLY REQUIRED ONLINE TRAININGS: ALL STAFF

COMPLETION DEADLINE: MONDAY, OCTOBER 1, 2018

The following trainings are **mandatory** and must be completed online annually by **all** staff:

- Allergy Management/Food Allergies (21 minutes)
- Anti-Bullying Bill of Rights – NJ (34 minutes)
- Bloodborne Pathogens (20 minutes)
- Child Abuse NJ (15 minutes)
- Diabetes Awareness (20 minutes)
- Discrimination (18 minutes)
- Sexual Harassment (22 minutes)

NOTE: Please refer to the attached “2018-2019 Mandated Training Chart” to determine if additional trainings are required for your employment position.

To access the online program to complete these trainings, go to www.gcntraining.com. Select the following:

"Login To View Training"

"Existing User – I have a Personal ID"

In the "Organization ID" box, enter 53865w.

"Preferred Personal ID": Enter the ID that you established last year.

Once your account information is displayed, click on “Submit” and the list of tutorials will be displayed. At this point, you may begin by selecting the first module that you wish to complete. When you have completed all modules, it is suggested that you print the completion certificate for your file.

IMPORTANT: When you have completed these trainings, send an email to Joyce Rose (rose.j@woodstown.org) and copy your building principal and/or department supervisor.

In addition to completing the trainings listed above, it is extremely important that you re-familiarize yourself with the following district policies, which are available on the district website at www.woodstown.org, under "Board Policies" listed on the "BOE" dropdown box.

#5131.1 – Harassment, Intimidation, and Bullying

#5141.4 – Child Abuse and Neglect

Updated: 07/30/2018

2018-2019 MANDATED TRAINING CHART

| EMPLOYEE GROUP | Allergy Management/ Food Allergies (18 min.) | Anti-Bullying Bill of Rights – NJ (34 min.) | Bloodborne Pathogens (20 min.) | Child Abuse – NJ (20 min.) | Diabetes Awareness (20 min.) | Discrimination (18 min.) | Sexual Harassment (22 min.) | Suicide Prevention Video (2 hours) | Anaphylaxis and Anaphylactic Shock (EpiPen) (16 min.) | Asthma (18 min.) | Hazard Communications (Right-to-Know) (29 min.) |
|--|---|--|---------------------------------------|-----------------------------------|-------------------------------------|---------------------------------|------------------------------------|---|--|---------------------------------|--|
| Administrators and ALL Certificated Staff (Teachers, Counselors, Nurses) | X | X | X | X | X | X | X | X* | X | X | Science and Art Teachers |
| Support Staff | X | X | X | X | X | X | X | | Paraprofessionals & Lunch Aides | Paraprofessionals & Lunch Aides | Maintenance and Custodial Staff |
| Substitutes | X | X | X | X | X | X | X | | Teachers and Paraprofessionals | Teachers and Paraprofessionals | |
| Tier II Volunteers, Including Volunteer Coaches | X | X | X | X | X | X | X | | | | |
| ***** ATTENTION COACHES ***** | | | | | | | | | | | |
| Coaches | X | X | X | X | X | X | X | | X | X | |

COACHES: In addition to the district requirements above, you must complete the following as required by NJISAA and submit a copy of your completion certificates to Ms. Bramante, Director of Athletics:
 1. CPR/AED Training: You may either sign up with Dan Evans, District Athletic Trainer, or secure the training on your own.
 2. Concussion Training: Please go to www.nfhslearn.com to complete this course.
 3. Heat Acclimatization: Please go to www.nfhslearn.com to complete this course.

***NOTE REGARDING SUICIDE PREVENTION TRAINING:** All certificated staff members (teachers, counselors, nurses) are required to complete a two-hour training session in a five-year period. If staff members new to the district this year completed this required training prior to starting with this district, they are to submit proof of such completion to the Curriculum Office.