

## REQUIRED SCHOOL STAFF TRAINING INFO

**NOTE: WE DO NOT NEED A COLOR COPY OF THE CERTIFICATES!**

### **AEA PD ONLINE TRAININGS**

**Go to:** [https://training.aealearningonline.org/index\\_login.php](https://training.aealearningonline.org/index_login.php)

**If you do not know your email and/or password, try “Forget your password?” to retrieve your password. Try school and personal email addresses and AS A LAST RESORT if you don’t know what email was used to register your account, email Carol or Wendi for your log in information and it will be emailed back to you at the earliest convenience.**

In your Personal Information, register as an employee of SOUTH CENTRAL CALHOUN and use “titans” as the password as an SCC employee for free access to most trainings. Also, enter your BOEE folder number if you have one or select “N/A” if you do not have a BOEE folder number.

**\*\* Blood Borne Pathogens** training is required annually for all staff prior to the beginning of school in August. There is no cost for BBP training. This training takes less than 15 minutes to complete.

**\*\* Suicide Prevention & Postvention** training requirement follows the July 1, 2019, enactment requiring licensed school district personnel receive 1 hour of training on suicide prevention and postvention and the identification of adverse childhood experiences (ACEs). The AEA training provides a portion of that requirement with local district-developed PD for the remainder. The District has to report annually how the requirement is met for licensed staff. The District also requires all non-licensed staff to complete the training on an annual basis.

**At the completion of each training, download the certificate and email the PDF to Carol or Wendi. We do not want a paper copy and you can save the PDF copy also if you wish.**

### **MANDATORY REPORTER TRAINING**

**Mandatory Reporter** training is required for Certified Staff every three years with 2019 Iowa legislative changes. The initial training requirements are 2 hours for Dependent Adult and 2 hours for Child Abuse, with 1 hour each upon renewal in three years. There is no cost for training through the Iowa DHS system. (You can complete them on the AEA PD Online system for a \$25 fee.)

**Go to:** <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>

Create a new account if this is the first time using the DHS system to set up a new account. You will have to verify your account with an email. SCC will not have access to your username email address and password so keep track of your account information.

Click on Mandatory Reporter Training along the top bar and complete both Dependent Adult Abuse and Child Abuse trainings. The trainings indicate “2.4 hours of CEUs” so each training will take at least 2 hours. You may provide an emailed PDF of each training to the Business Office if you wish to have a copy on file at school.

**THIS CERTIFICATION EXPIRES IN THREE YEARS, NOT FIVE. IF YOUR CERTIFICATION EXPIRES, YOU MUST TAKE ALL FOUR HOURS AGAIN INSTEAD OF THE ONE HOUR RENEWAL.**

If you use your cell phone’s calendar or Gmail calendar, make yourself a reminder for 2 years 11 months from the date of your initial completion to renew your Mandatory Reporter certificate on DHS website. The District does not have your date of completion or access to your certification. It is your responsibility to keep it current certification.

Email Carol [ccollins@scc.k12.ia.us](mailto:ccollins@scc.k12.ia.us) or Wendi [wgeno@scc.k12.ia.us](mailto:wgeno@scc.k12.ia.us) if you have questions.

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