ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
ASCIP

The Value of ASCIP

ASCIP focuses on preventing claims and losses before they occur. With that emphasis, ASCIP offers many "value add" services, to help members protect resources and minimize losses. All of these services are offered to our members at no additional cost including:

General Loss Prevention

- **Consultation and Risk Assessment Assistance** which includes safety, security, disaster preparedness, abuse prevention, human resources, Americans with Disability Act (ADA), cyber risks, Cal/OSHA compliance and more. Your District is assigned a Risk Services Consultant to assist with the above areas, as well as, to assist your District strategically address root causes of loss.
- **911 Coverage** in which a Property & Liability Program member can be reimbursed up to $2,500 for the initial on-site medical evaluation, treatment and/or transportation of the injured/ill to a medical facility after summoning emergency services (i.e. member calls 911).
- **Student Injury Medical Coverage** provides medical care assistance for K-12 students (or preschoolers on college campuses) for injuries occurring in school sponsored and/or supervised activities. Coverage amounts will be in excess of other available benefits up to $15,000 per occurrence ($10,000 if due to scholastic football).
- **Contract Review Assistance** including consultation on risk transfer documents such as contracts, facility use agreements and waivers which can save on legal costs, plus help avoid costly mistakes.
- **Certificates of Insurance and Endorsement** processing. There is never an additional premium charged regardless of the nature of the contract the District is entering into.
- **Ancillary Insurance** placement for individual member's unique coverage needs such as underground storage tank coverage, flood and earthquake insurance.
- **Anonymous Crime Reporting Hotline** along with all marketing posters, training, vandalism and crime prevention materials.
- **Permission Click** to digitally manage permission forms, including parent permission slips, while reducing administrative burdens.

Exposure to Hazardous Materials Prevention

- **Industrial Hygiene/Indoor Air Quality Consultation** services to inspect, review, advise and meet with staff to answer their questions afterward.
- **Hazardous Materials Consultation** including advice on storage and safe handling of chemicals, annual reporting requirements and permits, regulatory compliance and more.
- **Online Safety Data Sheet (SDS) Management System** to ensure that the District has the most current safety data sheets for chemicals.

Employment Practices Liability Prevention

- **Human Resources Hotline** with legal counsel for those unique, one-time employment practices questions that arise, without the "cash register ringing" for each 15 minutes on the phone.
- **Human Resources Review** to look at hiring practices, help develop or review employee handbooks, screening employees credentials for adverse actions, and expert guidance.

Workers' Compensation Loss Prevention (for Workers' Compensation members)

- **Cal/OSHA Compliance Assistance** including program review, regulatory updates and advise upon receiving a citation from OSHA or an initial notice of an OSHA complaint.
- **Frontline Provider Management** establishing partnerships to create better communication, accountability, protocols and improved outcomes.
- **Return to Work** managed on a collaborative basis with member, claims personnel, and medical providers to shorten durations and reduce costs.
- **Expert Assistance with the Interactive Process** to guide workers' compensation members through the correct steps with the disabled employee and assist with the communication and documentation.

Training Resources

- **Learning Management System** with on-line tracking, employee assignment of specific training, email reminders, management reports and more than 100 on-line training modules and other resources.
- **Numerous Training Programs** are offered live at member locations, regionally, or as webinars, and also at the ASCIP Office.

Examples of ASCIP Training Include:

- Active Shooter Prevention
- Employee Sexual Harassment Prevention
- Employment Practices
- Forklift Operations
- Safe Body Mechanics
- Special Ed Policy and Prevention
- CSRM (Regional Training)
- Molestation Prevention
- Mandated Reporter
- Light Search & Recue
- Defensive Driving
- First Aid and CPR training (limited)
- Various risk management topics

- **Training Videos/DVDs** are available for members to use on an as needed basis.

Additional Risk Prevention

- **Public Relations and Crisis Management Resources** for serious incidents that arise that could lead to a claim. Expert assistance in how to handle the media and with catastrophic type situations for incidents involving multiple injuries or large losses and similar sensitive incidents.
- **DMV Record Checks** and access to an online pull notice program for members' drivers.
- **ADA Access Compliance Assistance** with an expert to review unique facility or program issues for the disabled accessing member campuses.

Incentives and Awards

- **Risk Control Grant Program** - Funding for one-time, non-routine innovative programs/activities that benefit the entire ASCIP membership.
- **Safety Credit Program -** ASCIP allocates 1% of each member's total annual premiums for their use toward risk management or loss control purposes. These funds are rolled over on a three-year cycle.

This is only a snapshot of the "too many to list" bonuses of participating in ASCIP. And, new services are continually added to meet members' needs and to address our members' loss trends. ASCIP is an extension of its members and is always looking for ways to assist its member and add value to the membership.

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS

ASCIP

ASCIP's Human Resources (HR) Hotline

Calls to the Hotline can include:

- ⇒ Questions regarding employment law
- ⇒ Employment and labor laws that impact your district
- ⇒ Information regarding discrimination and harassment claims
- ⇒ How to deal with drugs, alcohol and substance abuse in the workplace
- ⇒ Best practices for preventing employee lawsuits
- ⇒ Development of your personnel policies, procedures and handbooks
- ⇒ Questions regarding unions, grievances, collective bargaining and arbitration
- ⇒ Issues related to education law
- ⇒ Employee discipline
- ⇒ Brown Act
- ⇒ Fitness-for-duty issues
- ⇒ Pre-employment screening, selection and hiring
- ⇒ Fair Labor Standards Act
- ⇒ ADA, FMLA, CFRA

Some of the costliest claims experienced by ASCIP members involve employment-based practices and decisions that lead to lawsuits. Understanding and complying with federal and state employment and labor laws will drastically minimize a district's exposure to costly employment liability claims.

ASCIP believes that prevention stems from empowering all members with the knowledge to make right employment decisions from recruiting and hiring, to disciplining and possibly terminating employees. Districts should know and understand all of the issues that can arise in making day to day important and critical decisions which may result in a claim.

To guide our members and to give them the tools to make good decisions on a daily basis, ASCIP provides a FREE HR Hotline service to all members. We understand that navigating the employment arena can be complex and tricky. Therefore, ASCIP wants its members to have access to experts in the field to help them implement best practices, and avoid costly mistakes.

If you have questions that arise in your administration of personnel issues - from the initial job application, interviewing and selection process to daily performance-based matters, we encourage members to take advantage of this service by making one quick phone call to ASCIP's HR Hotline to guide you. Plus, your call to the HR Hotline is free!

ASCIP has partnered with the expert legal services of Musick, Peeler & Garrett LLP to bring you this free service exclusive to ASCIP members.

Kristine Kwong
MUSICK PEELER

The HR Hotline

The hotline is answered by attorney, Kristine Kwong or her assistant between the hours of 9:00 AM and 5:30 PM, Monday through Friday. Members can leave a message after hours. The call will be returned the next business day.

Kristine is a partner with Musick, Peeler & Garrett LLP specializing in employment practices litigation. When Kristine is unavailable, the call will be returned by one of the other partners within the firm.

If your district has not signed up for the HR Hotline, please contact your ASCIP Risk Services Consultant today for further information.

FREE Legal Answers For ASCIP Members Through The HR Hotline!

Twenty percent of the claims reported to ASCIP are related to employment practices liability (EPL) with each costing an average of $62,000. To help members get quick legal answers to reduce costly EPL claims ASCIP offers its members access to an employment practices attorney at no charge via the HR Hotline.

Here is what members are saying about the HR Hotline:

- "It's an invaluable resource!"
- "Members are crazy not to use it – if for no other reason, it provides a free 2nd opinion or the ability to help confirm you are taking the correct course of action with a sensitive matter."
- "It's easy! Kristine is great to talk to. I learn a lot from her and she always responds quickly."
- "She gives me practical answers quickly in a manner that I can implement."
- "It reduces our District's legal costs!"
- "Kristine's feedback has helped changed our investigation process. She has helped our district understand the legal implications, plus we can move issues along more promptly."
- "She provides just enough information to help guide us through the decision process without paying for, waiting on and trying to interpret a 10 page costly legal dissertation."

To help ASCIP members understand this valuable resource, here is what Ms. Kwong has to say about the HR Hotline.

ASCIP: *Tell us your background.*
Kristine: I graduated law school in 1992. Early in my career, I worked for the Department of Fair Employment and Housing Authority handling employment discrimination and harassment cases. Later, I served as a law clerk for the Honorable Morio Fukuto of the California 2nd District Court of Appeal. Then I worked for a law firm defending K-12s, CCDs, Cities, various public agencies and some private companies in employment litigation and other tort liability, as well as class action lawsuits. It was during this point of my career when I began to recognize the importance of training and counseling employers to assist them in preventing costly EPL claims. I am now a partner with Musick, Peeler & Garrett LLP, a full-service law firm.

ASCIP: *What is the HR Hotline?*
Kristine: It is a consultation line that ASCIP makes available to members to talk directly to me or any of my partners on all aspects of employment related matters to avoid litigation.

ASCIP: *What is the most common question asked?*
Kristine: Questions about disabilities- an employee claims to have a disability that impedes his/her ability to perform the job functions and the member wants to understand how to handle the matter appropriately. Or, the employee has been off-work for a long period of time and won't communicate or show up for work. Sometimes, I believe the member is looking for my permission to "fire the employee". Instead, I guide them through the correct process to help the member avoid costly litigation. I encourage members to call me earlier in the process so that the employee can be returned to work sooner or the proper termination steps can be reached timely.

ASCIP: *What are some unusual questions you receive?*
Kristine: Sometimes members may not want to consult their own counsel due to the high cost of attorney fees. The HR Hotline allows members to get answers on technical questions at no charge, i.e. a member asked if it is legal to ask for social security numbers and birthdates on job applications. My response was that neither should be requested - asking for birth dates can lead to age discrimination claims, and requesting social security numbers can lead to a breach of confidential personal protected information and additional security issues. Both can be obtained after the hiring process is completed.
Another unique area of questions to the HR Hotline have involved how to handle accusations that a board member or high level administrator was inebriated or engaged in inappropriate conduct. Many times a member wants to be discreet and does not want to communicate with their usual counsel, since that counsel may have regular interaction with the accused. The HR Hotline is very discreet and the District will never see an itemized invoice for the advice given.

ASCIP: *When members call do they reach a live person? What should the caller expect? when they call?*
Kristine: My firm, Musick Peeler, has created a dedicated phone line for ASCIP's HR Hotline which is answered by a live person between 9:00 AM and 5:30 PM. I answer it, or my assistant will answer and then she will immediately contact me or one of my colleagues when I am away. If the call comes in after hours, members can leave a message and the call will be returned the next business day. However, many members contact me via email 24 hours per day which is a fast way to receive a response. If I am not available, I will forward the question to one of my law partners.

ASCIP: *You are a practicing attorney and have other client legal obligations (i.e. court, mediations, depositions), so you won't always be immediately available. What is the usual call back time to members?*
Kristine: I generally respond the same day, but if I am not available, I call back within 24 hours. If I am not available, the call is referred to one of my law partners and they will call back within the 24 hour period. My firm is cognizant that calls made to the HR Hotline are important and has dedicated resources to support it timely and professionally.

ASCIP: *What if the member has follow-up questions?*
Kristine: I welcome the follow-up questions in order to help the member implement procedures in the correct manner.

If your District has not yet signed up for the HR Hotline, contact ASCIP today!

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS

ASCIP

SAFETY SPOTLIGHT

AGGRESSIVE DRIVING AWARENESS

Every year, the California Highway Patrol (CHP) reports approximately 500,000 collisions with 200,000 injuries and 4,000 fatalities. Unsafe speed, improper turning, failure to yield the right of way and obey traffic signals are the most frequent causes. The Department of Transportation (DOT) estimates that two-thirds of traffic fatalities seem to be caused by aggressive driving.

Aggressive driving can be caused by longer commutes, traffic congestion and other drivers' behaviors. It can also be caused by your own mood, reactions and ability to deal with stress on and off the road. Aggressive driving is triggered by anger—another driver's or your own. Aggressive drivers are more likely to speed, make unsafe lane changes, ignore the right of way and violate traffic signals. Aggressive driving behavior includes tailgating, unsafe passing, honking horns, making rude gestures or swearing at other drivers.

Don't confuse aggressive driving with road rage. Blaring your horn in traffic or making rude gestures are not illegal, but they can escalate and lead to road rage. Road rage is a criminal act where a driver tries to intentionally injure or kill another driver, passenger or pedestrian.

Help prevent aggressive driving (and road rage) by first adjusting your attitude. Forget the idea of "winning" on the road. Driving is not a race; it should not be a contest to see who finishes first. Leave plenty of time for a trip so that if traffic or another delay occurs, you can keep your cool. Think of the highway as a conveyor belt—everyone will get to their destination eventually, so there is no need to speed or act impolite to save a few minutes.

Put yourself in the other driver's shoes. Have you ever made a mistake on the road, been lost or unsure of your turn-off point? Instead of being angry at another driver making the same mistakes, give them the benefit of the doubt. When you make mistakes, acknowledge them and give the drivers around you a friendly nod or wave. Polite behavior makes driving safer.

Whether on Wall Street, in a casino or on the highway, there will always be bad actors that want to break the rules. Ignore rude and bad drivers on the road. Unless you are a traffic safety officer, it is not your job to enforce the rules, teach others a lesson or punish the bad behavior of others behind the wheel.

If you encounter an angry or aggressive driver on the road, do not engage them. Avoid eye contact and do not make (or return) rude gestures or comments. Give an angry driver a lot of room by putting distance between you. Slow down or exit the roadway if necessary, but do not pull off to the side of the road or try to reason with an angry driver. Get help by using your hands-free cell phone or driving to a public area such as a police station or shopping center.

Keep your cool on the road and live to work and play another day.

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS

ASCIP

SAFETY SPOTLIGHT

COLD WEATHER SAFETY

Winter Driving

Many areas of California are sunny and warm even in the winter, but temperatures can drop, and rain, snow, and fog are not uncommon. Inclement weather can cause road hazards. Use the following precautions to stay safe:

- Pay attention to the road. Hazardous driving conditions mean you need to be more cautious than usual. Avoid any activity that could distract you such as using your phone, interacting with passengers, or eating and drinking.
- Slow down! Leave with enough time to get to your destination without rushing and keep a greater distance from the car in front of you. Stopping distances are much longer in rain, snow, ice, and other slippery conditions. Reaction times can be slower in darkness and fog.
- Snow that thaws from the sun and then freezes when the temperature drops can create icy conditions. Pay attention to the weather in your surroundings.
- Keep your car well-maintained, including the brake system and windshield wipers. Keep your gas tank filled, tires well-inflated with good tread, and antifreeze levels topped off. If you are driving in an area that could have snow, be prepared with snow chains in case they are needed.
- Bring extra food, water, and warm blankets and extra clothing in case you become stranded.
- Check road conditions using the **Caltrans Highway Information Network Hotline** at **1-800-427-7623.**

Facility Preparation & Maintenance

It is also important to prepare and maintain school facilities for Winter weather to provide a safe environment for students and staff, and to protect school property.

- Inspect roofs and roof shingles and perform any needed roof repairs before cold/stormy weather prevents this work. Keep roofs clear of excess accumulation of snow and other debris. Ensure that gutters and drains (on roofs and on the ground) remain clear and unclogged to effectively drain water during rainstorms.
- Use surge protection devices to protect electronics, wiring, and appliances from power surges when electricity comes back on after a power outage.
- Avoid using portable heating devices, especially around combustible items. Keep central heating systems in good condition to reduce the need for portable devices. If used, portable heaters must be U.L. listed, must be turned off when leaving the room, unplugged at end of day and have auto shut-off if tipped over or left on accidentally.
- Use nonslip floor mats at doorways to the outside to prevent slips and falls from slippery walkways. Utilize caution signage near wet floors. Slip-resistant tape can be used on outdoor walkways.
- Turn off sprinklers when a weather freeze is expected to avoid ice on sidewalks.
- Ensure that food, water, and other emergency supplies are well stocked and not expired.
- Perform any needed maintenance or repairs on emergency generators to ensure they are in good working condition so they are ready to use when needed for emergencies.

District Safety, Health, and Other Training Requirements[1]

Blue **Text in Table indicates a Link. Type Ctrl-Click to Follow Link**

Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
ADA	Title 1 Employment	Initial	All employees	Information and Technical Assistance Title I	Competent Person, DVD
Accident Investigation	3203(a)(7)(f)	Initial	Supervisors/Accident Investigators	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Seasonal or Intermittent Workers Model Program for Workplace Security Guide to Developing IIPPs	Competent Person, ASCIP Vendor
Accident Prevention Signs & Tags	3341(d)(5)	Initial	All employees	Lockout/Blockout	Competent Person, ASCIP Vendor, Online
Acetylene Fuel & Gas Safety	1740(k)(1)	Initial	All employees		Competent Person, ASCIP Vendor
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed =>PEL & those who perform Class I-IV operations		Competent Person, ASCIP Vendor, Online

[1] This table is a listing of trainings contained in the General Safety Orders (subchapters 7) of title 8, Division 1, Chapter 4, of the California Code of Regulations as well as other District-related laws and regulations. While every effort has been made to ensure the accuracy of the information presented, Assigned Employees are cautioned to refer to Title 8 or the other relevant law or regulation and the specific sections of interest. This table is a guide only and not meant to be a substitute for - or a legal interpretation of - the occupational safety and health standards or other relevant laws or regulations. Assigned Employees may review Title 8 Regulations at http://www.dir.ca.gov/samples/search/query.htm or the other relevant laws or regulation via the hyperlinks embedded in their respective topics. As of 5/16/19

District Safety, Health, and Other Training Requirements[1]

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Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Battery Handling/ Changing/Charging	5185(a)	Initial	Authorized Employees		Competent Person, ASCIP Vendor, DVD
Back Safety	3203, 5110	Initial Annual	All employees		Competent Person, ASCIP Vendor, Online, DVD
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees	A Best Practices Approach for Reducing Bloodborne Pathogens Exposure Exposure Control Plan for Bloodborne Pathogens	Competent Person, ASCIP Vendor, Online
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees	Chemical Hygiene Plan Guidelines	Competent Person, ASCIP Vendor, DVD
Child Abuse Awareness/Mandated Reporter	Penal Code 11164 AB1432	Initial, Annual (within first 6 weeks of school year start)	Classified and Certificated employees	Mandated Reporter Training	Competent Person, ASCIP Vendor, Online
Compaction Equipment	4355(a)(2)	Before Use	Authorized Employees		Competent Person, ASCIP Vendor
Compressed Air & Gas	3301	Initial & Annual	Authorized Employees		Competent Person, ASCIP Vendor
Confined Spaces	5157(g) 5158(c)(2)	Initial Program Update Changes	Authorized Employees	Confined Space: Is It Safe To Enter?	Competent Person, ASCIP Vendor, DVD
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Blockout	Competent Person, ASCIP Vendor, Online, DVD
Demolition	1734 1735(u) 1736		Authorized and Qualified Employees		Competent Person

District Safety, Health, and Other Training Requirements[1]

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Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Elevating Work Platforms and Aerial Devices	3648(i)(7) 3648(c) 3646(c) 3638(d)	Before Use	All Assigned Employees Authorized Personnel		Competent Person, ASCIP Vendor, DVD
Emergency Action Plan	3320(e)	Initial Plan Update	All Employees		Competent Person, ASCIP Vendor
Equipment & Machinery (Construction)	1510(b)	Initial	**Qualified Person**		Competent Person, ASCIP Vendor
Erection & Construction - Bolting/ Riveting/ Plumbing Structural Wood/Steel Frame Steel Erection	1716 1716.1 1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees **Competent Person** **Qualified Person**	Pocket Guide for the Construction Industry (English & Spanish)	Competent Person
Ergonomics	5110(b)(3)	Initial When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered	Back Injury Prevention Guide in the Health Care Industry for Health Care Providers Easy Ergonomics Ergonomics in Action Fitting The Task To The Person: Ergonomics for Very Small Businesses Easy Ergonomics for Desktop Computer Users	Competent Person, ASCIP Vendor, Online, DVD
Excavation/Trenching/ Shoring	1541		**Competent Person**	Trenching Safety (Tailgate Topic) Pocket Guide for the Construction Industry	Competent Person, ASCIP Vendor
Fall Protection	1671.1	Initial	Authorized Employees		Competent Person, ASCIP Vendor, DVD

District Safety, Health, and Other Training Requirements[1]

Blue **Text in Table indicates a Link. Type Ctrl-Click to Follow Link**

Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Fire Extinguisher & Fire Fighting Equipment	6151(g)(1)-(2)	Initial Annual	Authorized Employees		Competent Person, ASCIP Vendor, Online, DVD
Fire Protection - Fixed Extinguishing Systems	6175(b)(10) 6181(b)(2)	Initial Annual	Employees Assigned Maintenance/Operation Exposed Employees		Competent Person
Fire Protection - Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees		Competent Person
Fire Prevention Plan	3221(d)(1)-(2)	Initial New Hazards	All Employees		Competent Person, ASCIP Vendor, DVD
First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193, 3421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors		Competent Person, ASCIP Vendor
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees		Competent Person, local police authority
Hand Tools	3426, 3556, 1699	Prior to Use	Authorized Employees		Competent Person, ASCIP Vendor
Hazard Communication	5194(b)(1) (f)(i) (g)(2)	Initial New chemicals New processes	All Employees	Guide to California Hazard Communication Regulation	Competent Person, ASCIP Vendor, Online, DVD
Hazardous Substance Containers Clean/ Repair/Alter	5166(a)	Initial	Assigned Employees		Competent Person

District Safety, Health, and Other Training Requirements[1]

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Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Hazardous Waste Operations & Emergency Response	5192 (e) & (q)(6)	Initial Annual Refresher	Authorized Employees		Competent Person, ASCIP Vendor, Online
Hearing (Noise) Protectors Conservation	5098(a)(4) 5097(d)(5)(a)& (b) 5099(a)	Initial Retraining Initial Annual	Employees Provided Protectors All Employees Exposed to =>85 dBA TWA		Competent Person, ASCIP Vendor, Online, DVD
Heat Illness	3395	Initial	Exposed Employees (generally, all employees who work outdoors)	Protect Yourself from Heat Illness (English & Spanish) Heat Illness Prevention eTool	Competent Person, ASCIP Vendor, Webinar, DVD
Heat Stress	3395	Initial	Exposed Employees	Protect Yourself from Heat Illness (English & Spanish)	Competent Person, ASCIP Vendor, Webinar, DVD
Industrial/Lift Trucks (Forklifts) & Tractors	3657(i) 3664(b) 3668	Initial Annual Observed - Unsafe Operation Post Accident Equipment Change Workplace Change Operator evaluation - at 3 years	Operators	Operating Rules for Industrial Trucks Poster (English & Spanish)	Competent Person, ASCIP Vendor, Online, DVD
Injury & Illness Prevention Program (IIPP)	3203(a)(7) 1509(e)	Initial Updated	All Employees	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Seasonal or Intermittent Workers Model Program for Workplace Security For Schools Guide to Developing IIPPs	Competent Person, ASCIP Vendor

District Safety, Health, and Other Training Requirements[1]

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Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Job Hazard(s)	3203(a)(7)	Before Job Assignment New Hazards	All Employees		Competent Person, ASCIP Vendor, DVD
Kitchen Food Service Safety	3203	Initial Hire Upon Assignment	Food Service		Competent Person, ASCIP Vendor, DVD
Ladder Safety	3276	Initial Periodic	All Employees		Competent Person, ASCIP Vendor, Online, DVD
Lead/Lead in Construction	5198(i)	Initial Annual	Exposed Employees/Supervisors	Lead in Construction (Fact Sheet)	Competent Person, ASCIP Vendor, Online
Lawn Mower	3563	Initial Annual	Authorized Employees		Competent Person
Lockout/Blockout	3314 3314(j)	Initial When Updated	Authorized Employees	Lockout/Blockout	Competent Person, ASCIP Vendor, Online, DVD
Machinery & Equipment	1510(b)	Before Use	**Qualified Person**	Lockout/Blockout	Competent Person, ASCIP Vendor
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees	Access to Medical and Exposure Records (poster) (English & Spanish)	Competent Person
Noise Exposure	5099(a)	Initial Annual	Employees Exposed => 85dBA TWA		Competent Person, ASCIP Vendor
Openings/Holes - Floors & Roofs	3212(b)		Qualified Person		Competent Person
Personal Fall Arrest/Restraint Systems	1670(b)(19)		**Competent Person**		Competent Person, ASCIP Vendor
Personal Protective Equipment	3380(c)	Initial	PPE Assigned Employees		Competent Person, ASCIP Vendor, Online
Pesticide Safety	5194(h)	Initial Annual New Hazards	Handlers & Applicators		Competent Person

District Safety, Health, and Other Training Requirements[1]

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Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Playground Safety	H & S Code 115725	As Needed	Playground Supervisors	Public Playground Safety Handbook	Competent Person, ASCIP Vendor, Online, Webinar
California Posting Requirements	340	Initial	All Employees		Competent Person
Powder-Actuated Tools	1685(a)(1) 1689(a)	Initial	Users **Qualified Person**		Competent Person, ASCIP Vendor
Respiratory Protection	5144(c) & (k) 5144 Appendix A 5144 Appendix C	Initial Annual	Authorized Employees	Respiratory Protection in the Workplace	Competent Person, ASCIP Vendor
Scaffolds	1632, 1658	Initial As Needed	Authorized Employees		Competent Person, ASCIP Vendor
School Security Officers	Ed Code 38001.5	Initial As Needed	Campus Security Officers		Competent Person, ASCIP Vendor
Supervisory Safety Training	3203(a)(7)(f)	Initial Change	Supervisors		Competent Person, ASCIP Vendor
Sexual Harassment Prevention	Title VII, FEHA CC 51.9, Ed Code 40,200,212.5 5293	Initial Hire Every 2 years	All Employees		Competent Person, ASCIP Vendor, Online, DVD
Sexual Harassment Prevention Supervisors	Title VII, FEHA CC 51.9, Ed Code 5293	Initial Hire Every 2 years	Any person who supervises another		Competent Person, ASCIP Vendor, Online
Slips, Trips, & Falls	3203	Initial Hire	All Employees		Competent Person, ASCIP Vendor, Online, DVD
Transportation Bus Evacuation	Ed Code 39831.5	Annually	Transportation		Competent Person, ASCIP Vendor

District Safety, Health, and Other Training Requirements[1]

Blue **Text in Table indicates a Link. Type Ctrl-Click to Follow Link**

Training Topic	Code Section	Frequency of Training	Typical Job Classification	Relevant Cal/OSHA or Other Publication(s)/Hyperlink(s)	Training Source
Tree Work General	3420(b), 3421(c) 3423(a), 3427 3428(a) 3458	Initial	Assigned Employees Qualified Person		Competent Person
Utility Cart Training (Golf Carts)	3668	Initial Annual Observed - Unsafe Operation, Post Accident, Equipment Change, Workplace Change	Operators		Competent Person, ASCIP Vendor, Online
Trenching & Shoring	1540	Upon Assignment	Authorized Employees		Competent Person, ASCIP Vendor
Welding & Cutting Safety - Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers		Competent Person, ASCIP Vendor
Wheels or Rims - Servicing	3326(c)	Initial	Service Personnel	Servicing Single, Split Rim & MultiPiece Rim Wheel (Tailgate Topic)	Competent Person
Window Cleaning	3282(d) & (f) 3286(a)(2)	Initial	Assigned Employees		Competent Person

Brit LMS Trainings

Employment Practices

Course Title	Course Description	Est. Run Time
AB-1825 Sexual Harassment Employee/Supervisor part 1 (GCN)	In this tutorial, you will learn what is and is not sexual harassment and in creating and maintaining a workplace free from sexual harassment is a place that is welcoming and respectful to all and is critical to the success of your organization.	50 Minutes
AB-1825 Sexual Harassment Supervisor (CA) (GCN)	AB-1825 Sexual Harassment Employee/Supervisor part 1 AB-1825 Sexual Harassment Supervisor part 2 (CA) AB-1825 Sexual Harassment: Abusive Conduct, Employee/Supervisor part 3 (AB-2053) AB-1825 Sexual Harassment Supervisor: Gender Expression part 4	140 Minutes
AB-1825 Sexual Harassment: Abusive Conduct, Employee/Supervisor Part 3 (AB-2053) (GCN)	Abusive conduct (or workplace bullying) is defined as: "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests."? Abusive conduct may include: Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets; Verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating; or The gratuitous sabotage or undermining of a person's work performance. A single act does not constitute abusive conduct, unless especially severe and egregious. Employees cannot can sue for abusive conduct in the workplace, unless of course it becomes discrimination or harassment against a protected class. From a legal perspective, abusive conduct, while not good for business, is legal. In this tutorial, you will learn: The ramifications of abusive conduct, What abusive conduct is, Abusive conduct and health, What to do if you experience abusive conduct, and What supervisors can do about abusive conduct.	10 Minutes
Americans with Disabilities Act (ADA)	**Completion Requirement: 100% slide view and 100% on Final Quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist managers and supervisors in understanding how the Americans with Disabilities Act (ADA) impacts employment practices within the workplace. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.	45 Minutes
Americans with Disabilities Act (Higher Education)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes**	46 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
	This training will assist those working in higher education in understanding how the Americans with Disabilities Act (ADA) impacts employment practices. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.	
Americans with Disabilities Act (Schools K-12)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist school officials in understanding how the Americans with Disabilities Act (ADA) impacts employment practices within schools. Topics include what the ADA is, who is protected by the ADA, ADA qualification, reasonable accommodations, and preventing discrimination with the Five Core Principles.	46 Minutes
HIPAA Privacy and Security (Supervisor)	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training details various key aspects of the Health Insurance Portability and Accountability Act (HIPAA). These aspects include who and what HIPAA applies to, the various core rules under HIPAA, avoiding HIPAA violations, and becoming and remaining HIPAA compliant.	25 Minutes
SB 1300 (GCN)	California Senate Bill 1300 outlines unlawful employment practices, discrimination, and harassment, effective Jan. 1, 2019. The California Fair Employment and Housing Act (FEHA) prohibits various actions as unlawful employment practices unless the employer acts based on a bona fide occupational qualification or applicable security regulations established by the United States or the State of California.	20 Minutes
Sensitivity Basics: Creating Positive Working Relationships	**Completion Requirement: 100% slide view and 100% on Final Quiz** **Closed Captioning: Yes** **Tablet-friendly: Yes** Assisting organizations' employees in acting sensitively and respectfully in all workplace settings. This module discusses what sensitivity is and what it is not, sensitive values versus sensitive behaviors, respecting others' boundaries, seeing things from another's perspective, avoiding insensitive situations, and how to develop basic sensitivity skills. Specific areas include sexual insensitivity, stereotyping, faith in the workplace, as well as other issues to consider.	22 Minutes
Sexual Harassment and Discrimination - California Employees (SB1343)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: Yes** **Tablet Friendly: Yes** This training will assist California employees in learning about multiple topic areas related to sexual harassment. Topics of this module include what discrimination is, what harassment is, protected classes, and employee rights and responsibilities. This module fulfills Senate Bill 1343's requirement that	61 Minutes

Course Title	Course Description	Est. Run Time
	all California employers who employ five or more employees provide all nonsupervisory employees with sexual harassment training.	
Sexual Harassment and Discrimination - California Supervisor (AB1825/1661)	**Completion Requirement: 100% slide view** **Closed Captioning: No. Text on screen.** **Tablet Friendly: Yes** This training is designed to explain what may constitute harassment and how to recognize, report, and respond to allegations of unwelcome sexual behavior. Responsive to the requirements of AB1661 (officials), AB1825 (sexual harassment), AB1443 (unpaid interns), and AB2053 (abusive conduct and workplace bullying).	130 Minutes
Sexual Harassment and Discrimination - Employees	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training will assist employees in understanding the federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes and employee or prospective employee rights under federal law. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.	31 Minutes
Sexual Harassment and Discrimination - Supervisors	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.	43 Minutes
Sexual Harassment and Discrimination Higher Ed – Employees	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes**	32 Minutes

Course Title	Course Description	Est. Run Time
	This training will assist faculty, staff, and employees in understanding the federal definitions and classifications of discrimination and harassment in the Higher Ed workplace under the Civil Rights Act of 1964, Title VII. Including protected classes and employee or prospective employee rights under federal law. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.	
Sexual Harassment and Discrimination Higher Ed – Supervisors	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: No** This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the Higher Ed workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.	45 Minutes
Sexual Harassment and Discrimination K-12 – Employees	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training will assist faculty, staff, and administration employed by educational institutions in understanding the federal definitions and classifications of discrimination and harassment in the workplace. Including protected classes' rights under federal law. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.	32 Minutes
Sexual Harassment and Discrimination K-12 – Supervisors	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: No** This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of	43 Minutes

Course Title	Course Description	Est. Run Time
	1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.	
Smart Hiring Part 1: Pre-Interview	**Completion Requirement: 100% on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training module is part one of a two-part series dedicated to hiring strategies. This module covers steps leading up an interview. Those steps include defining the job, creating a recruitment plan, special considerations, and screening applicants.	26 Minutes
Smart Hiring Part 2: Interviewing and Post-Interviewing	**Completion Requirement: 100% on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training module is part two of a two-part series dedicated to hiring strategies. This module covers steps that should be taken during and after the interview. Those steps include interviewing strategies, final selection, post-hiring procedures, and applying the Five Core Principles of Smart Risk Management®.	29 Minutes
TRAC (Teamwork • Respect • Awareness • Communication)	**Completion Requirements: 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** TRAC is a multi-purpose workplace module for all employees. TRAC reinforces efforts to prevent workplace wrongdoing and makes employees aware of issues important to your organization, such as tolerance and diversity, creating a harassment-free workplace, and conflict management. With TRAC, employees can receive workplace best practices in just a few minutes.	10 Minutes
Wrongful Termination	**Completion Requirement: 100% on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module reviews the best practices to prevent wrongful termination. The following topic areas are addressed in this training: employment at-will, altering the at-will assumption, illegal terminations, whistleblowers, and applying the Five Core Principles of Smart Risk Management™.	28 Minutes

Fleet Safety

Course Title	Course Description	Est. Run Time
Accident Scene Management	Every day, drivers are involved in motor vehicle emergencies and accidents. The goal of this training program is to instruct participants on the procedures to follow should they become involved in a motor vehicle accident. The topics discussed include: Accident Facts; Preparedness; and Managing the Accident Scene. Quiz.	10 Minutes
Basics of Defensive Driving-ASCIP	Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.	11 Minutes
Defensive Driving-Backing Safely R is for Reverse-ASCIP	Instructs participants on how to safely back a vehicle. Topics covered include: Stats on backing accidents; reasons for collisions; conducting a walk-around of the vehicle and using a spotter; blind spot areas and correct mirror adjustment; backing the vehicle safely; review of basic defensive driving techniques.	6 Minutes
Defensive Driving-Changing Lanes Safely (GB)	Provides participants with an awareness of the hazards associated with changing lanes while driving and introduces techniques to minimize risks. Reviews common accidents cause by making lane changes; analyzes traffic scenarios to understand the hazards involved and discusses what to do to prevent accidents from occurring; reviews basic defensive driving strategies.	13 Minutes
Defensive Driving-Driving Safely in School Zones	Provides participants with tips for driving safely in school zones. Topics include basic defensive driving reminders, conducting a pre-trip inspection, remaining alert in school zones for children and drivers of other vehicles, following signage posted in school zones, times to avoid driving in school zones, crosswalks and obeying crossing guards.	7 Minutes
Defensive Driving-Intersections	Provides participants with information on the problems intersections present to drivers, reviews the signs and signals present in intersections and discusses what drivers can do to avoid becoming involved in an intersection accident.	10 Minutes
Defensive Driving-Reducing Deer Related Accidents	Designed to provide participants with information on how to safely navigate the roads during peak deer movement season, which is during the months of October through December.	5 Minutes
Defensive Driving-Reducing Springtime Weather Accidents (GB)	Explores the hazards of driving in springtime weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for spring driving conditions, techniques for driving on wet roads, in flooding, when tornadic activity threatens, fog and potholes.	8 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
Defensive Driving-Reducing Winter Weather Accidents	This module explores the hazards of driving in winter weather conditions and reiterates the principles of defensive driving for these conditions. Topics include basic defensive driving reminders, necessary vehicle maintenance for winter driving conditions, definitions of weather service alerts, techniques for driving on snow covered/icy roads, driving near snow plows, and measures to take if the vehicle skids or becomes stuck in the snow.	9 Minutes
Defensive Driving-Safe Following Distance	Provides participants with information on why rear-end collisions occur and how to avoid them. Topics discussed include: driver reaction time; braking distance; following distance; Four Second Rule; unsafe following distance scenarios; tailgating, freeway driving; and a review of defensive driving techniques.	8 Minutes
General Auto Risk Management Program for Drivers-ASCIP	Motor vehicle accidents contribute to a large number of injuries, property loss and death. Understanding and following safe driving practices is the key to avoiding the risk of accidents. This training program provides participants with the knowledge of how to operate their vehicle safely. Topics include: Basic Defensive Driving Principles, Vehicle Maintenance and Inspection, City Driving, Highway Driving/Rural Areas, Interstate Driving, Adverse Weather Conditions, Reckless/Aggressive Drivers, and Accident Procedures.	22 Minutes
Van Safety Training Higher Ed-Brit Insurance	This program is designed to train responsible personnel at colleges, universities and other institutions of higher education on the safe practices to take when transporting students in activity vans, Sport Utility Vehicles, and activity buses. The topics covered in this program include: Definition of Transportation, Acceptable Vehicles, Considerations for the Van Driver, Vehicle Inspections, Safety Equipment, Safe Driving Skills, Loading the Vehicle and Transporting Passengers, Preventing Collisions, Pedestrians, Driving Environments, Special Considerations and Post-Trip Procedures.	7 Minutes
Van Safety Training Schools-ASCIP	This program is designed to train responsible personnel at schools on the safe practices to take when transporting students in activity vans, Sport Utility Vehicles, and activity buses. The topics covered in this program include: Definition of Transportation, Acceptable Vehicles, Considerations for the Van Driver, Vehicle Inspections, Safety Equipment, Safe Driving Skills, Loading the Vehicle and Transporting Passengers, Preventing Collisions, Pedestrians, Driving Environments, Special Considerations and Post-Trip Procedures.	7 Minutes

General

Course Title	Course Description	Est. Run Time
A Guide for Substitute Teachers (GCN)	This tutorial provides Substitute Teachers with tips, advice, and best practices as they embark upon their substitute assignments. More specifically, substitutes will learn about preparation techniques, the	17 Minutes

Course Title	Course Description	Est. Run Time
	responsibilities of substitute teaching, instructional delivery methods, classroom management, "tools"? for a substitute, professionalism and confidentiality, dress codes, attitudes and general tips from other teachers and substitutes.	
California AB1432 Mandated Reporter Training (ASCIP)	**Completion Requirement: 100% slide view** **Closed Captioning: Transcript in training** California Mandated Reporter: General training for California Mandated Reporters as required by AB1432.	35 Minutes
Classroom Management -- Elementary (GCN)	Classroom management is often the most challenging aspect of being an elementary school teacher. Your students will need to learn appropriate classroom behavior and form positive habits that will last them throughout their school years. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.	16 Minutes
Classroom Management -- High School (GCN)	Whether you are a new or veteran high school teacher, effective classroom management is the single most valuable tool to a successful and productive school year. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.	14 Minutes
Classroom Management -- Middle (GCN)	Classroom management is often the most challenging aspect of being a middle school teacher. In addition to teaching new classroom procedures, you will continuously re-enforce ones taught in previous years. Your students will be transitioning from childhood to early adolescence at different rates and will experience a multitude of changes. While many students will still strive to please, others will challenge the rules in order to assert independence. Management plans often depend on the individual students and should be implemented accordingly. This tutorial will address the importance of effective classroom management and provide tips for success.	15 Minutes
Coaches Tutorial (GCN)	The bond between a coach and a student-athlete can be a very profound one. Many of today's student-athletes have less family support than in previous eras. Coaches today are now role models for their student-athletes. Their influence over his or her athletes may exceed the intensity that exists within the classroom. Because of this, coaches must be professional in the way that they teach and behave. Like any profession, coaching has its highs and lows, but if you are prepared, it can be mostly highs. You can be a successful coach without capturing a championship. Successful coaching is about much more than winning games. Successful coaches help athletes master new skills, enjoy competing with others, and feel good about themselves. Successful coaches not only teach sporting skills, they also teach and model the skills needed for successful living in our society. In this tutorial you will learn the following objectives: Expectations, Responsibilities, Duties, Obligation to Supervise, Health and Safety Issues, Liabilities, Code of Ethics, and Coaching Rules to Live by.	24 Minutes

Course Title	Course Description	Est. Run Time
Promoting School Attendance and Classroom Engagement (GCN)	Many school districts make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school absence. Justice-system involvement, classroom management strategies for student discipline, culturally responsive discipline, and application of developmentally appropriate disciplinary methods promote positive and healthy school climates. Written by Diane Schweitzer, in this tutorial, you will learn: Defining Student Engagement and Communication of High Student Expectations; School, Familial, and Student Factors That May Influence Student Attendance; Identification of Need for Intervention, Providing Intervention and Positive Support for Student Engagement; Monitoring Attendance and Engagement; Effective Classroom Management Strategies; And Culturally Responsive Discipline and Appropriate Disciplinary Methods That Promote Positive and Healthy School Climates.	21 Minutes
Special Education Liability (ASCIP)	**Completion Requirement: 70% on quiz** **Closed Captioning: Text-on-screen** This course is designed for classified and certificated administrators, school site administrators, directors of special education, special education teachers, risk managers and governing board members of K-12 school districts in California. Using actual case scenarios and other training materials, individuals taking this course will learn about the laws that affect the rights of disabled students, learn to recognize potential legal liability, identify remedial action to be taken and be able to train and supervise staff who are responsible for the care of students with disabilities.	25 Minutes
Telephone Etiquette (GCN)	The use of proper telephone etiquette leaves a favorable impression of you and your organization. Whether you are receiving calls or making calls, the tips provided in this tutorial will help you present a professional image and positively represent your organization. In this tutorial, you will learn how to properly answer a phone call; proper phone etiquette; how to handle frustrated callers; how to make a phone call; placing calls on hold; transferring calls; taking messages; ending conversation; and voice mail etiquette.	14 Minutes
Very Important Points (VIPS NEO) (ASCIP)	**Completion Requirement: 70% on quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Text-on-screen** ASCIP's new employee training program, **Very Important Points for Very Important People (VIPs),** is a 25-minute interactive internet training module designed to provide a basic orientation to employees of educational institutions. The program highlights seven important training areas with which all employees should be familiar before they start their job duties. These subjects include mandatory child abuse reporting requirements, instructions for summoning emergency help and ways for employees to avoid liability—for themselves as well as for their districts. ASCIP believes that this training, especially when provided to mid-year hires, walk-on coaches, classroom aids and volunteers, who might otherwise receive no formal training whatsoever, may help to prevent accidents and	60 Minutes

Course Title	Course Description	Est. Run Time
	harmful incidents, thus alleviating suffering—and also saving money for use in our district's educational programs.	
Very Important Points - Spanish (VIPS NEO) (ASCIP)	**Completion Requirement: 70% on quiz** **Closed Captioning: Text-on-screen** **Language - Spanish** ASCIP's new employee training program, **Very Important Points for Very Important People (VIPs),** is a 30-minute interactive internet training module designed to provide a basic orientation to employees of educational institutions. The program highlights seven important training areas with which all employees should be familiar before they start their job duties. These subjects include mandatory child abuse reporting requirements, instructions for summoning emergency help and ways for employees to avoid liability—for themselves as well as for their districts. ASCIP believes that this training, especially when provided to mid-year hires, walk-on coaches, classroom aids and volunteers, who might otherwise receive no formal training whatsoever, may help to prevent accidents and harmful incidents, thus alleviating suffering—and also saving money for use in our district's educational programs.	30 Minutes

Health

Course Title	Course Description	Est. Run Time
AED (GCN)	The American Red Cross reports approximately 250,000 Americans died last year of sudden cardiac arrest (heart attack), with nearly one death every two minutes. Individuals in cardiac arrest have historically depended on the assistance of a trained emergency medical technician or a triage unit for care, but may have lost their battle for life due to the critical minutes lost in waiting for help. Many of these deaths could have been prevented had an automatic external defibrillator been available at the time of the emergency. Developed by Michael Livovich, in this tutorial, you will learn about AED's, the signs of cardiac arrest and when to use an AED, and how to use an AED.	14 Minutes
Concussion Training (90 minutes) (GCN)	As professionals at the interscholastic level, coaches put the student first and the athlete second, so the athletic experience becomes a vehicle to promote learning and a safe playing environment. As a youth sports official, your actions (including strict officiating) help set the tone for safe play and can help lower an athlete's chances of getting a concussion or other serious injury. The overall purpose of this tutorial is to give you the ability to recognize the signs and symptoms of a possible concussion and respond in the appropriate manner. It will also discuss steps you can take to help your injured player recover more quickly by encouraging both mental and physical rest.	90 Minutes

Course Title	Course Description	Est. Run Time
Concussion Training -- IHSA Approved (2 hours) (GCN)	As professionals at the interscholastic level, coaches put the student first and the athlete second, so the athletic experience becomes a vehicle to promote learning and a safe playing environment. As a youth sports official, your actions (including strict officiating) help set the tone for safe play and can help lower an athlete's chances of getting a concussion or other serious injury. The overall purpose of this tutorial is to give you the ability to recognize the signs and symptoms of a possible concussion and respond in the appropriate manner. It will also discuss steps you can take to help your injured player recover more quickly by encouraging both mental and physical rest. IHSA Approved for the state of Illinois.	120 Minutes
Concussions in Schools Videos (GCN)	The following slide contains links to videos provided by the Centers for Disease Control (CDC) and the National Federation of State High School Associations (NFHS) regarding Concussions in Schools.	45 Minutes
Concussions in Schools: Prevention - Control - Treatment (GCN)	A mild brain injury, often called a concussion, is the most common brain injury, especially in athletics. The Centers for Disease Control and Prevention estimate that there are over 300,000 concussions in the United States each year. Although the majority of concussions have no lingering effects, some concussions result in persistent long-term and even devastating disabilities. Parents, teachers, school nurses and coaches see children and youth with concussions every day. Every concussion is a brain injury and, as such, needs evaluation, adaptations in routine and time to heal. Written by Michael Livovich, in this tutorial, you will understand the definition of a concussion, including signs and symptoms; responses to suspected head injuries; suggested/mandated responsibilities of schools regarding developing procedures and training of staff regarding brain injuries; and appropriate support strategies for schools for the education of students with brain injuries.	28 Minutes
Food Safety/Food Handler (GCN)	Foodborne illness affects millions of persons each year and costs billions of dollars due to loss of consumers, negative publicity, loss of reputation, legal fees, and lost days from work due to illness. The number one way to avoid allegations of food borne illness is to have a comprehensive food safety program with management commitment and well-trained employees. Developed by Diane Schweitzer of the School City of Hammond, this tutorial will show you how you can accomplish such a successful food safety program.	40 Minutes
Hand Washing (GCN)	Hand washing is a simple habit most people do without thinking. Yet hand washing, when done properly, is one of the best ways to avoid getting sick and can significantly reduce the spread of infectious diseases. This tutorial will discuss the dangers of not washing your hands; diseases commonly spread through hand contact; food related illnesses; when you should wash your hands; what to wash hands with; proper hand washing with soap and water; and proper use of an alcohol-based hand sanitizer.	8 Minutes

Course Title	Course Description	Est. Run Time
Mental Illness Awareness for Educators (GCN)	According to the U.S. Surgeon General, about 20% of American children suffer from a diagnosable mental illness during a given year. Furthermore, nearly 5 million American children and adolescents suffer from a serious mental illness (one that significantly interferes with their day-to-day life). Being informed about symptoms and early warning signs can lead to an intervention that can help reduce the severity of an illness or delay or prevent a major mental illness altogether. In this tutorial, you will learn the following: Consequences of Untreated Mental Disorders; Types of Mental Illness; Signs and Symptoms of Mental Illness; Intervention; and Treatment.	9 Minutes
Reading Disabilities/Dyslexia -- National (GCN)	Written by Vera Ridoux, MA., LDTC and Kerri Walsifer, MA., LDTC, in this tutorial, you will learn the following: The importance of the National Common Core Reading Standards; What is Dyslexia?; The Reading Process; Early Identification of Reading Disabilities and Dyslexia; The Importance of Early Screening; Program Recommendations; and Collaborating with Parents.	40 Minutes

Human Resources

Course Title	Course Description	Est. Run Time
ADA/Service Animals -- Educational Institutions (GCN)	The ADA is a federal anti-discrimination law which prohibits private employers, state and local governments, employment agencies and labor unions, and even schools, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment, among other things. The ADA provides definitions of what is and what is not considered a disability, and also provides employers with instruction as to what obligations they have should a disability exist.	10 Minutes
Diversity (Employees)	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the individual, and developing an intercultural mindset. This module uses language that is specific to employees.	38 Minutes
Diversity (Managers/Supervisors)	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the	39 Minutes

Course Title	Course Description	Est. Run Time
	individual, and developing an intercultural mindset. This module uses language that is specific to managers and supervisors.	
Diversity for Employees (GCN)	This training program involves the actions of the employee as opposed to the supervisor. Every day, each person makes the decision on how he or she communicates with co-workers, administrator, students, business people, etc. This tutorial will address diversity from a global perspective and discuss the impact culture has on the work place.	14 Minutes
Diversity for Supervisors (GCN)	The demographics of America's population have significantly changed. Minority populations continue to grow. And there are more employees with physical and mental disabilities in the work place. This diverse population is the pool of future employees, supervisors, students, teachers, etc. The labor pool is also expected to diminish with the upcoming retirement of baby boomers. It is expected that there will not be enough individuals to fill the open jobs. In this tutorial developed by Toni Talbot of Human Resource Management Services, you will learn what diversity is and why it is important; learn how to make diversity part of your organization's culture via policy, practice and training; learn that diversity is more about respect and appreciation of others rather than differences; and you will learn that it takes time, determination and planning to instill diversity but that the gain is worth the effort.	14 Minutes
Ethics in Action: Employees	**Completion Requirement: 100% slide view and 100% on Final Quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: costs of being unethical, defining ethics, types of ethical misconduct, making ethical decisions, and responding and reporting.	29 Minutes
Ethics in Action: Supervisors	**Completion Requirement: 100% slide view and 100% on Final Quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module is meant to generate some thoughts and ideas about ethics. Topics covered in this training include the following: the nature of ethics, the meaning of ethics, ethics in organizations, ethical decision-making, and how to right wrongdoings.	40 Minutes
FERPA (Family Educational Rights and Privacy Act)	**Completion Requirement: 100% slide view and 100% on final quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training provides users with a basic understanding of the rules governing the release of student information in order to comply with the law and regulations. Specifically, the following topic areas related to FERPA are addressed: what FERPA is, disclosure of information, and complying with FERPA under special circumstances.	38 Minutes

Course Title	Course Description	Est. Run Time
FERPA (GCN)	This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and State Special Education rules and regulations. Upon completion of this tutorial, staff will gain a knowledge of the law and policies; an understanding of their responsibilities; and an understanding of how to protect a family's right to privacy.	15 Minutes
FERPA -- Higher Ed (GCN)	This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and state education rules and regulations. Staff will gain a knowledge of the law and policies; an understanding of their responsibilities, and an understanding of how to protect a family's right to privacy.	10 Minutes
Fair and Accurate Credit Transaction Act (FACTA)	**Completion Requirement: 100% on final quiz (guided 100)** **Closed Captioning: N/A (text on screen)** This module discusses regulations issued by the Federal Trade Commission and Federal banking agencies, intended to reduce the risk of identity theft. These regulations are known as the Red Flags Rule (or Red Flags Rules). Mandatory compliance, by Nov. 1, 2008, applies to organizations that come within the definition of "creditor" or "financial institution," under the Fair and Accurate Credit Transactions Act (FACT Act or FACTA). This module explains the circumstances under which an organization is covered by those definitions and the duties thereby imposed on various types of employees of such organizations, including development of a program that not only meets Red Flag Rule requirements, but includes training of employees in detecting, mitigating, and preventing identity theft. FACTA is a federal law—there may also be state laws not covered by this module that apply to your institution with additional requirements regarding detecting and reporting identity theft.	28 Minutes
Family Medical Leave Act (FMLA)	**Completion Requirement: 100% slide view, knowledge checks, and 70% or higher on final quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** Family Medical Leave Act (FMLA) - FMLA may be the most misunderstood aspect of leave-related laws for many employers. This misunderstanding makes employers and their institution ripe to forever increasing liability. This module clarifies these regulations, explains what "family" leave is, and discusses what's considered a "serious health condition." Topics include: Covered employees and employers, qualifying health conditions, service and military caregiver leave, definition of "spouse" and "partners," policies, certifications, notice requirements, limitations and notices, eligibility, and the Five Core Principles™ applied to the FMLA.	37 Minutes
Interviewing Strategies	**Completion Requirement: 100% on final quiz.** **Closed Captioning: Yes.** This module discusses various strategies managers and supervisors should use when conducting interviews with applicants. General topic areas	12 Minutes

Course Title	Course Description	Est. Run Time
	discussed in this module include who should be an interviewer, preparation for the interview, procedures to take during the interview, and applying the Five Core Principles of Smart Risk Management™.	
Personnel Files 01-03: Do's and Don'ts	**Completion Requirement: 100% slide view, two knowledge checks, and 70% on quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. This module with three lessons will cover common questions about personnel files, what to consider when using technology for documentation, and what should and should not be included in an employee's personnel file.	30 Minutes
Personnel Files 01: Top 6 Questions About Personnel Files Answered	**Completion Requirement: 100% slide view, 100% on guided quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** You may know what a personnel file is but may have questions about the full purpose of a personnel file. This course module will answer the top 6 questions about personnel files, including: What is a personnel file? Why are personnel files kept? Does everything about an employee go into the personnel file? Am I required to allow former employees to view their personnel files? What do you do if you receive a demand letter from an attorney for an employee's personnel file? How long must personnel files be kept after employee termination?	7 Minutes
Personnel Files 02: How Technology Impairs the Personnel Files	**Completion Requirement: 100% slide view, 100% on guided quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Transcript in training Notes** Technology is meant to simplify our lives but sometimes it can create impairments. This course module will cover a few impairments that relate to personnel files, including: Email communications Documentation, and Cost and security of electronic file storage	10 Minutes
Personnel Files 03: What Should and Should Not be Included in the Personnel Files	**Completion Requirement: 100% slide view, 100% on quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Transcript in training Notes** The personnel file is a journal of the employers' saved documentation of the history and status of the entire employment relationship with an individual employee. So, what should be included in an employee's personnel file? This course module will assist you in understanding what should and should NOT be included in a personnel file.	15 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
Title IX -- Higher Ed (GCN)	This tutorial will discuss the following objectives: What is Title IX? Ten key areas addressed by the law; Who enforces the law? How to file a complaint; Grievance Procedures, and Filing with the OCR. Updated 5/18/2020: to reflect "Final Rule" regulations towards Sexual Harassment.	16 Minutes
Workers' Compensation Essentials	**Completion Requirement: Guided knowledge checks and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** Managers need an understanding of their responsibilities in the dynamics of workers' compensation. This includes a manager's role in preventing and managing claims. Topics in this introductory module include: Legal Overview, What is Covered?, Employees' Benefits, and Managers' Responsibilities.	25 Minutes

Workplace Risk Management

Course Title	Course Description	Est. Run Time
Accident Investigation Techniques-ASCIP	Designed to enhance the skills of employees in the techniques of Accident Investigation. Topics include: definition of an accident; the accident chain; the cost of employee accidents; classifying accident causes; unsafe acts and conditions; the employee's role in an accident investigation; and completing the accident investigation report.	12 Minutes
Accident and Injury Procedures	This training program provides information on the procedures to take should an employee become involved in an accident.	3 Minutes
California Ethics (AB1234)	**Completion Requirement: 100% slide view** **Closed Captioning: N/A (text on screen)** Responsive to AB1234, this module discusses the nature and meaning of ethics, ethics in organizations, and ethical decision-making. Topics addressed in this module include personal finance gain laws, use of public resources and gifts, transparency laws, fair process laws, and when to seek advice with regard to ethical issues.	120 Minutes
Civil Rights (GCN)	Civil rights are personal rights guaranteed and protected by the U.S. Constitution and federal laws enacted by Congress, such as the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Some Civil Rights include: freedom of speech, the right to vote, due process of law, equal protection of the laws, and protection from unlawful discrimination. The Office for Civil Rights (OCR) is a civil rights office within U.S. Departments, such as State, Justice, Labor, Health and Human Services, Homeland Security, and Education, to name a few. Its function is to enforce civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability,	15 Minutes

Course Title	Course Description	Est. Run Time
	age, sex, and religion. Written by Michael Livovich, the purpose of this tutorial is to discuss the function of the Office for Civil Rights under the U.S. Department of Education. The participant of this tutorial will understand: The Office for Civil Rights (OCR); Regulations enforced and areas of discrimination under the attention of OCR; Addressing concerns of discrimination; and School Response to Complaints.	
Cybersecurity Awareness in the Workplace	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module details various cybersecurity best practices for the workplace. Topics include the types of cyber threats—including malware, phishing, denial-of-service attacks, and man-in-the-middle attacks—as well as best practices for preventing cyberattacks in the workplace. The content in this module is meant for employees at any level within an organization.	16 Minutes
Ethics & Boundaries for School Employees (GCN)	A majority of adults working in America's public schools are devoted to the safety, well-being, and education of the children who attend those schools. Yet, reports of teachers, coaches, and other school staff members abusing students in kindergarten through high school abound. Oftentimes, this inappropriate conduct is sexual in nature. While certain individuals are predators who seek employment in schools to surround themselves with potential victims, other school staff unexpectedly find themselves in a "?love' or "?lust' situation with a student. This is often the result of poor choices and/or a lack of training regarding the dangers of certain behaviors by the school employee. Written by Maureen Lemon, attorney with Ottosen Britz Kelly Cooper & Gilbert, Ltd., this tutorial trains school employees about appropriate professional boundaries with students and about actions to take or not take to successfully maintain those boundaries.	21 Minutes
Five Core Principles of Smart Risk Management	**Completion Requirement: Guided 100% quiz** **Closed Captioning: Text on screen** Managers and supervisors often serve as the frontline defense for mitigating risks and loss as a result of workplace wrongdoing. Therefore, each manager and supervisor must be a Smart Risk Manager, and that can best be accomplished by understanding the best practices for managing people. The first step to becoming a Smart Risk Manager is to apply the five core principles: No Tolerance, Observation, Communication, Empathy, and Fairness.	15 Minutes
How to Use the Brit Insurance TEAM Platform	This training module is designed to help users understand, navigate and use the Brit Insurance TEAM platform. Step-by-step instructions are included for navigating and using the following features: Training Tab, Toolbox Tab, Library Tab and Administration Tab.	31 Minutes
Reasonable Suspicion - Drug and/or Alcohol (GCN)	This tutorial is designed to help all supervisory personnel of CDL drivers understand reasonable suspicion testing responsibilities. Specifically, it helps fulfill the Reasonable Suspicion/Alcohol & Drug training requirements as part of the U.S. Department of Transportation 49 CFR Part 382.603.	20 Minutes

Course Title	Course Description	Est. Run Time
Theft and Unsafe Acts	**Completion Requirement: 100% on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training discusses various types of theft and unsafe acts that can occur within the workplace. Topic areas covered in this module include the following: 1) Unsafe work practices; 2) Discipline, retaliation, and unsafe acts; and 3) Employee theft.	18 Minutes
Title IX (GCN)	Title IX is part of the Education Amendments of 1972, prohibiting discrimination on the basis of sex in education programs and activities receiving Federal assistance. For over three decades, Title IX has worked to promote equality in educational opportunities, yet it continues to face opposition. This tutorial will discuss the impact and importance of Title IX in schools. We will also discuss how to stay in compliance with the law. In this tutorial, you will learn the following objectives. - What is Title IX? - 10 Key Areas Addressed by the Law - Who Enforces Title IX? - How to File a Complaint - Grievance Procedures - Filing with the OCR. Updated 5/18/2020: to reflect "Final Rule" regulations towards Sexual Harassment.	12 Minutes
Workplace Investigations Part 1: Understanding and Preparing for an Investigation	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training outlines the steps leading up to a workplace investigation. Content is inclusive of when an investigation is needed, aspects of a workplace investigation, and overcoming common initial hurdles. This training is part one in a two-part series.	20 Minutes
Workplace Investigations Part 2: Conducting and Concluding an Investigation	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training outlines the steps involved with conducting and concluding a workplace investigation. Content is inclusive of how to conduct an investigation. This training is part two in a two-part series	13 Minutes
Workplace Violence (Employees)	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This module details various key components regarding violence in the workplace. Topics addressed in this module are specific to employees and include the nature of workplace violence, employer compliance with regard to violence, and addressing and preventing workplace violence.	28 Minutes
Workplace Violence (GCN)	Employers and their staff must be diligent and have a degree of knowledge on how to deal with acts of violence in the workplace. In this tutorial written by Toni Talbot from Human Resource Management Services, LLC, you will learn about the types of violence both direct and implied; sources of violence; methods of prevention; policies and procedures for workplace violence; dealing with the aftermath; recognizing that you can not do everything to prevent violence; and the potential liability of workplace violence.	12 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
Workplace Violence (Managers and Supervisors)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist managers and supervisors in their understanding of violence that occurs within workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, and applying the Five Core Principles of Smart Risk Management.	35 Minutes
Workplace Violence (Schools K-12) (Managers and Supervisors)	**Completion Requirement: 100% slide view and 100% on Final Quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist administrators in their understanding of violence that occurs within school workplaces. Topics include risks of workplace violence, tips for prevention, what to do when violence occurs, three steps to addressing violence, and applying the Five Core Principles of Smart Risk Management.	35 Minutes

Safe Environments

Course Title	Course Description	Est. Run Time
Anti-Bullying for Students (GCN)	Across our nation, 1/3 of students ranging from 12 to 18 years of age report being bullied in school. As a result of being bullied, these students end up not feeling safe. Attending school, which should be one of the most enjoyable, carefree times in a child's life, becomes one of the most feared activities. Written by Vera Ridoux, in this tutorial you will learn the following objectives: The definition of bullying and harassment; The different ways people are bullied and harassed; What you can do if you are being bullied; What you can do if you think you are a bully; And Resources for children and teens to help prevent bullying and harassment.	9 Minutes
Bullying (GCN)	Written by Mhora Newsom-Stewart, Ph.D., the Director of Collaborative Evaluation and Strategic Change in Health and Education at the EDUCATION CONNECTION, this tutorial advocates the establishment of good school climate in reducing aggressive behaviors. Objectives for the tutorial include defining bullying, describing the impact bullying has on the aggressor, the target and the by-stander, understanding the increasing frequency of school shootings, identifying the characteristics shared by all school shooters, and how to develop a positive school climate.	18 Minutes
Common Fire and Life Safety Hazards-ASCIP	The following training program is intended to provide you with useful information on common fire and life safety hazards in the workplace. By recognizing potential hazards, administrators and managers as well as	19 Minutes

Course Title	Course Description	Est. Run Time
	individual employees can initiate corrective measures before a hazard results in an injury, lost time and or property claim. Quiz.	
Continuity of Operations Planning-ASCIP	This program addresses the importance of Continuity of Operations Planning (COOP) and the benefits it will provide before, during and after a crisis or disaster. Topics include: principles of COOP; ways to better prepare your own organization for an emergency situation through predicting, preparing and planning; links to additional FEMA resources. Quiz.	24 Minutes
Evacuation Planning and Procedures-ASCIP	This program addresses the importance of evacuation planning and procedures in helping to prepare building occupants to safely and efficiently evacuate a facility whenever a potential emergency situation develops. Topics include: facility evacuations, evacuation planning, evacuation drills and emergency preparedness. Quiz.	17 Minutes
First Aid in Schools (GCN)	Being familiar with first aid procedures can significantly reduce the risk of death or serious injury. First Aid has three major goals: To preserve life, prevent further harm, and promote recovery. This tutorial will illustrate your role in achieving these goals and providing safety in the classroom.	26 Minutes
Human Trafficking (GCN)		25 Minutes
Playground Supervision (GCN)	While playgrounds are meant for fun and development of social and physical skills, they can also be very dangerous causing severe injury or even death. The main purpose of playground supervision is to protect students from accidents. Proper training of supervisors can help prevent injuries by making sure kids properly use playground equipment and don't engage in unsafe behavior around it. In the tutorial, you will learn the following objectives: The Importance of Playground Activities; Ratio of Students to Supervisors; Playground Supervision; How to safely use Playground Equipment; and Handling Medical Emergencies on the Playground.	10 Minutes
School Bus Driver Safety (GCN)	Written by Mark Niewonder of the Van Buren Intermediate School District, an authority in School Bus Driver Safety, this tutorial provides the school bus driver with several tips to safely carry out their daily school bus driving tasks. The content includes: Injury Protection, Passenger Management, Post-Trip Inspection, Dealing with Emergency Situations, and Positive Parent Contacts Methods.	20 Minutes
School Hazard Identification-ASCIP	Designed to familiarize participants with the general hazards that affect school employees and students on a routine basis. Hazard surveys are an important aspect of an effective safety program for schools. Periodic self-inspections of buildings and grounds help identify and correct hazards before an accident or injury occurs. Topics include: life safety and fire protection; shops, studios, and laboratories; kitchens and lunchrooms; outdoor areas; and playgrounds.	9 Minutes
School Safety (GCN)	This tutorial discusses the minimum requirements for maintaining school safety standards. These requirements, along with the collaboration of your district's policies, will help create a safer school environment. More specifically, this tutorial addresses the planning process, emergency	21 Minutes

Course Title	Course Description	Est. Run Time
	procedures and protocols, prevention and mitigation strategies, and drills and exercises.	
Sexual Violence and Discrimination - Higher Ed (E-Commercial Campus SaVE)	This brief commercial will cover what is included and covered in the Sexual Violence and Discrimination – Higher Ed toolkit. “Sexual Violence and Discrimination – Higher Ed,” an online training and toolkit, makes your job of complying with the prevention procedures, policies and training mandated by the Violence Against Women (VAWA) Reauthorization Act under its Campus Sexual Violence Act provision, Section 304 (Campus SaVe) (which amends the Clery Act), more efficient and effective.	2 Minutes
Sexual Violence and Discrimination - Higher Ed (E-guide - Campus SaVE)	**Completion Requirement(s): 100% slide view** **Closed Captioning: No** **Tablet Friendly: Yes** This E-guide will cover how to implement the Sexual Violence and Discrimination – Higher Ed training and toolkit. It will also provide a link to download the toolkit that includes resources for training and implementation.	2 Minutes
Sexual Violence and Discrimination - Higher Ed (Employee) - BRIT Insurance	**Completion Requirement: 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** This program will cover how employees at this educational institution can help prevent sexual violence and discrimination among the student population. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Womens Act (VAWA). You will receive answers to the following questions: What constitutes sexual violence and discrimination? What are we telling students to do to manage their own behavior better? How can you help if you see something that worries you or a student tells you something troubling?	32 Minutes
Sexual Violence and Discrimination - Higher Ed (Student) - BRIT Insurance	**Completion Requirement: 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** This program will cover what students can do to help prevent and respond to sexual violence and discrimination on campus. Sexual Violence and Discrimination – Higher Ed is in compliance with the Violence Against Women’s Act (VAWA). You will also know the resources available and the efforts your educational institution is making to eliminate sexual violence and discrimination.	45 Minutes
Tornado Preparedness for Schools (GB)	Administrators, teachers and staff have a higher duty of care as they are responsible for the health and safety of children at school and during school-sponsored activities. The topics discussed in this training module go beyond a basic understanding of tornado safety and include: establishing expectations; identifying shelter areas; completing pre-season tasks and drills; and implementing a post-event plan.	15 Minutes

Course Title	Course Description	Est. Run Time
Workplace Mold-ASCIP	This module provides an overview of the different types of mold, the effects of mold, and how to prevent mold from occurring.	9 Minutes

Safety Shorts

Course Title	Course Description	Est. Run Time
Accident Prevention (Safety Short)	This program provides a short synopsis of how to prevent accidents in the workplace.	1 Minute
Basic Lockout/Tagout Safety Short (GB)	Safety short on basic lockout/tagout principles.	1 Minute
Bloodborne Pathogens-Safety Short (GB)	Safety short on protecting yourself from bloodborne pathogen exposure.	1 Minute
DEMO Logging - Compliance Management	OSHA training for logging DEMO.	7 Minutes
Electrical Safety-Safety Short (GB)	This program provides an overview on working safely with electrical equipment.	1 Minute
Emergency Procedures Safety Short (GB)	This program emphasizes the importance of knowing what to do in case of an emergency that requires taking shelter or evacuating a building/job site.	1 Minute
Fire Prevention & Protection Safety Short (GB)	Safety short on basic fire prevention and how to use a fire extinguisher.	1 Minute
Hand and Power Tools Safety Short (GB)	This program provides an overview of how to work safely when using hand and power tools.	1 Minute
Hazard Communication-Safety Short (GB)	Safety short on basic hazard communication principles including using chemicals safety and understanding SDSs.	1 Minute
Housekeeping: Before You Start Safety Short	Shortage of time and pressure to get the job done can cause unsafe work practices. To avoid injuries and last minute rushing it is important to plan your workday in advance, organize your work, be aware of hazards, use the correct PPE, and know how to safely use carts and barrels.	4 Minutes
Housekeeping: Cleaning by Hand Safely Safety Short	Reach for the stars, not for your work when cleaning by hand! It is important to avoid awkward body postures caused by excessive reaching and stretching. This program discusses using the proper tools; techniques for	4 Minutes

Course Title	Course Description	Est. Run Time
	safely cleaning tubs, sinks and toilets; wiping and dusting; and high area dusting.	
Housekeeping: Emptying Trash Safety Short	When emptying trash, remember that the more weight you have, the greater the strength or force needed to push it, especially on carpet, dirt, gravel, or other loose surface material. To avoid injuries, be aware of trash can weight distribution and movement, use proper lifting techniques, empty trash cans frequently and follow safe work practices when emptying trash or garbage into the dumpster.	3 Minutes
Housekeeping: Mopping and Emptying Buckets Safety Short	Lifting and carrying buckets, mopping, wringing out mops and emptying mop buckets are all part of the mopping process that if not done correctly, could lead to strain and exertion injuries. This program provides best practices for filling and carrying buckets, safely mopping a floor surface, marking a wet floor surface, wringing out a mop and emptying mop buckets.	5 Minutes
Housekeeping: Preventing Slips, Trips and Falls Safety Short	Custodians create fall hazards by making floors wet, moving furniture around and waxing floors. It is important that custodians, the general public and other workers are aware of fall hazards within a facility. Topics discussed in this program include: causes of slips, trips and falls; definition of a slip and trip; communicating slip, trip and fall hazards; and good housekeeping practices.	4 Minutes
Ladder Safety-Safety Short (GB)	Safety short on basic principles of using ladders safely.	1 Minute
PPE- Personal Protective Equipment Safety Short (GB)	Safety short on PPE including: eye protection, foot protection, hearing protection, hand protection and head protection.	3 Minutes
Safe Lifting Practices-Safety Short (GB)	Safety short that illustrates how to lift objects safely.	1 Minute
Slip, Trip, Fall Safety Short (GB)	Safety short on preventing injuries due to basic slip, trip and fall exposures.	2 Minutes

Smarter Adults-Safer Children (SASC)

Course Title	Course Description	Est. Run Time
Bullying/Cyberbullying: Faculty/Staff	**Completion Requirement: 100% slide view and 100% on final quiz** **Tablet/Mobile Friendly: No** **Closed Captioning: Yes (see Notes tab)** This training will assist school faculty and staff members in increasing their awareness of both bullying and cyberbullying. Topics include signs of	17 Minutes

Course Title	Course Description	Est. Run Time
	bullying, communicating about bullying, and protecting students from bullying.	
Mandated Reporting for Child Abuse - California (CANRA & AB 1432)	**Completion Requirement: 100% on final quiz** **Closed Captioning: Yes** **Tablet Friendly: Yes** This training will assist those in California who work with youth in understanding their role as mandated reporters. This module takes a "Three R's" approach to help prevent or identify abuse and neglect. The "Three R's" include ***recognizing*** child abuse, neglect, and boundary violations; ***responding*** to child abuse and neglect; and ***reporting*** child abuse, neglect, and boundary violations.	30 Minutes
Preventing Child Sexual Abuse	**Completion Requirement: Guided 100% quiz, 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** Sexual Abuse Prevention creates adult awareness on sexual abuse and teaches adults how to prevent such abuse. With a target audience of employees, volunteers, and other caring adults, Sexual Abuse Prevention overviews (1) what is sexual abuse, (2) the damage caused by sexual abuse, (3) the warning signs of sexual abuse and of abusers, (4) how to respond appropriately, and (5) what caring adults can do about sexual abuse on their campuses and in their communities.	45 Minutes
Student Violence	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist faculty, staff, and administrators in addressing student violence in schools. Topics include what is considered student violence, why student violence occurs, warning signs of student violence, Applying the Five Core Principles of Smart Risk Management, sexual harassment between students, precursors to violence, and reporting student violence.	67 Minutes
Student-to-Student Sexual Harassment (Administrators)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist school administrators in understanding and addressing sexual harassment that occurs between students. Topics include how to determine if sexual harassment has occurred, the effects of sexual harassment, investigating sexual harassment, and creating policies and procedures to help address sexual harassment. This module also applies the Five Core Principles of Smart Risk Management to this topic.	43 Minutes
Student-to-Student Sexual Harassment (Faculty & Staff)	**Completion Requirement: 100% slide view and 100% on final quiz** **Closed Captioning: N/A** **Tablet-friendly: Yes** This training will assist faculty and staff school members in understanding and addressing sexual harassment that occurs between students. Topics include how to determine if sexual harassment has occurred, the impact of	40 Minutes

Course Title	Course Description	Est. Run Time
	policies and procedures, and the effects of sexual harassment. This module also applies the Five Core Principles of Smart Risk Management to this topic.	
Substance Abuse Prevention	**Completion Requirement: 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** This module highlights the risk factors that are often involved in substance abuse among youth. This module is designed for adults (faculty, staff, employees, volunteers, and other adults) to (1) create awareness of the circumstances and influences that lead to substance abuse, (2) overview actions adults can take to help young people avoid substance abuse, and (3) how to interact with a young person believed to be abusing substances.	25 Minutes
Technology Safety	**Completion Requirement: 100% slide view** **Closed Captioning: Yes** **Tablet Friendly: Yes** Technology Safety assists adults on protecting youth who use electronic devices. This module covers (1) technology exposures, (2) the warnings signs of potential technology-related abuse or misuse, (3) proactive strategies for protection, and (4) appropriate responses to technology-related abuse or misuse.	17 Minutes

Spanish Language Training Courses

Course Title	Course Description	Est. Run Time
Bloodborne Pathogens-Spanish (GB)	Presented in Spanish--describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the workplace. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. Discusses measures for reducing exposures to bloodborne pathogens. Training meets OSHA requirements.	13 Minutes
Identifying Strain and Exertion Exposures Spanish	Presented in Spanish. Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practice scenarios in which participants identify strain and exertion exposures and offer solutions for minimization.	1 Minute
Mandated Reporting for Child Abuse - California (CANRA & AB 1432) Spanish	**Completion Requirement: 100% on final quiz** **Closed Captioning: Yes** **Tablet Friendly: Yes**	33 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
	This training will assist those who work with youth in understanding their role as mandated reporters. This module takes a "Three R's" approach to help prevent or identify abuse and neglect. The "Three R's" include ***recognizing*** child abuse, neglect, and boundary violations; ***responding*** to child abuse and neglect; and ***reporting*** child abuse, neglect, and boundary violations. Content in this module is presented in Spanish.	
Personal Protective Equipment Spanish Language-ASCIP	Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection. Presented in Spanish language.	26 Minutes
Personal Protective Equipment Spanish Language-Brit Insurance	Workplace Safety: Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.	2 Minutes
Preventing Back Injuries Spanish Language-ASCIP	Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries. Presented in Spanish language.	15 Minutes
Sexual Harassment and Discrimination - California Employees Spanish (SB1343)	**Completion Requirement: 100% slide view and 100% on final quiz** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training will assist California employees in learning about multiple topic areas related to sexual harassment. Topics of this module include what discrimination is, what harassment is, protected classes, and employee rights and responsibilities. This module fulfills Senate Bill 1343's requirement that all California employers who employ five or more employees provide all nonsupervisory employees with sexual harassment training. This module is the Spanish version of this training.	61 Minutes
Sexual Harassment and Discrimination - California Supervisor (AB1825/1661) Spanish	**Completion Requirement: 100% on final quiz** **Closed Captioning: No. Text on screen.** **Tablet Friendly: Yes** This training is designed to explain what may constitute harassment and how to recognize, report, and respond to allegations of unwelcome sexual behavior. Responsive to the requirements of AB1661 (officials), AB1825 (sexual harassment), AB1443 (unpaid interns), and AB2053 (abusive conduct and workplace bullying). This module is the Spanish version of this training.	128 Minutes
Sexual Harassment and Discrimination - Employees (Spanish)	**Completion Requirement: 70% or higher on final quiz and 100% slide view**	37 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
	Tablet/Mobile Friendly: Yes **Closed Captioning: Yes** This training will assist employees in understanding the federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes and employee or prospective employee rights under federal law. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, and human trafficking.	
Sexual Harassment and Discrimination - Supervisor (Spanish)	**Completion Requirement: 70% or higher on final quiz and 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This training will assist supervisors in understanding their federal legal obligations to prevent and remedy discrimination and harassment in the workplace. Supervisors will learn federal definitions and classifications of discrimination and harassment in the workplace under the Civil Rights Act of 1964, Title VII. Including protected classes, rights of employees and prospective employees, and supervisor responsibilities. Topics are inclusive of: Discrimination, harassment, sexual harassment, unwelcome conduct, hostile environment, LGBTQ, genetic information (GINA), pregnancy (PDA), age (ADEA), religion, race/color, national origin, disability (ADA), associational discrimination, human trafficking, policies, complaints, investigations, and Five Core Principles of Smart Risk Management®.	50 Minutes

Student Related Risks

Course Title	Course Description	Est. Run Time
Domestic and Sexual Violence (GCN)	Children and/or young adults suffer violence by adults, partners, and other students in their lives. They bring special issues to school officials and require special care, protection, and compassion. Students experience many of the same traumas adults experience, but the loss of trust for an adult or someone close to them and the pain of the loss of innocence or wounds can be especially difficult to understand and manage. Schools need to be especially sensitive to the signs of violence and abuse and need to be on the first line of protecting the students they serve. Developed by Michael Livovich, in this tutorial you will learn the three types of domestic and sexual violence; characteristics of abusers and the abused; warning signs of abuse; local procedures on the part of the school system and the staff member; and state remedies afforded to individuals who are abused.	20 Minutes

Course Title	Course Description	Est. Run Time
Homeless Students (GCN)	In the United States, 500,00-600,00 people experience homelessness each year. Of these numbers, 23% or 115,000 are children. In the school year 2014-2015, the estimated number of homeless children attending public schools in the United States was much lower than previous years. However, only 65% of schools are reporting the information, so it could be higher. At least 20% of homeless children nationally do not attend school. In this tutorial, you will learn about the educational rights of homeless children and youth.	24 Minutes
LGBTQ Awareness (GCN)	All students living in the United States have the right to a free public education, guaranteed by the U.S. Constitution, ensuring that all students be given equal educational opportunity. The U.S. House of Representatives passed a bill called the Equality Act that if it becomes law, will update existing federal nondiscrimination laws, including the Civil Rights Act of 1964, to confirm that discrimination based on sexual orientation or gender identity is unlawful based on sex. LGBTQ students may face discriminatory practices that interferes with their right to education. Written by Diane Schweitzer, in this tutorial you will learn: -How LGBTQ students may suffer in the school environment -Physical and psychological aggression toward LGBTQ students -Legal responsibility to protect LGBTQ students -School responsibility to LGBTQ students with anti-discrimination policies and practices -Model policies for protecting LGBTQ students.	25 Minutes
Lunchroom Supervisor Safety Training-ASCIP	Provides lunchroom supervisors with information on how to properly supervise students during lunch time activities and informs them of their legal and moral responsibilities as a supervisor. This program is also designed to instruct supervisors on how to handle student injuries and emergency situations.	10 Minutes
Mandated Reporter Training Spanish (ASCIP)	**Completion Requirement: 100% slide view** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This Course provides training in compliance with the Mandated Reporter requirement for school employees. This Course is provided in Spanish for employees who need this version. It has been translated from the English Mandated Reporter AB 1432 version so these mirror each other.	30 Minutes
Mandated Reporting - A Tool to Prevent SAMM (ASCIP)	**Completion Requirement: 100% slide view and passing of knowledge checks** **Tablet/Mobile Friendly: Yes** **Closed Captioning: Yes** This Course provides training in compliance with the Mandated Reporter requirement for school district employees. It also brings awareness, prevention and guidance in recognizing and reporting inappropriate conduct by school employees with students. This strengthens appropriate relationships and protection for both students and employees.	45 Minutes

Course Title	Course Description	Est. Run Time
Playground Safety Inspection-ASCIP	Provides information on inspecting playgrounds for safety, including types of playground equipment, ground protection, and other hazards routinely encountered on the playground. Quiz.	16 Minutes
Playground Safety Supervisor Training	The goal of this training program is to provide participants with information on how to properly supervise students during recess activities. This program also discusses the legal and moral responsibilities of a playground supervisor and provides guidelines for handling playground injuries and emergency situations.	10 Minutes
School Bus Driver Interaction with Special Needs Students (GCN)	Working with students with special needs may be different from working with other students. Inevitably, you will be transporting a student with special needs without even knowing it. It is important to know the disabilities and characteristics in order to effectively and safely transport special needs students. Knowing the characteristics of the students being transported will assist you in reacting to situations in the best way possible. In this training, you will learn about: IEPs and bus behavior plans, some types of disabilities a student might have, what physical, communication and behavioral characteristics some students with special needs might display and how to appropriately interact with special needs students.	19 Minutes
School Bus Driver Safety Emergency Evacuation and Safety Procedures-ASCIP	This module will provide bus drivers with an overview of the types of emergencies to be prepared for, items necessary for inclusion in an emergency plan for regular riders and special needs riders, and guidelines to follow for school bus evacuations.	13 Minutes
School Bus Driver Safety Transporting Students with Special Needs-ASCIP	This module will provide bus drivers with an overview of the Individuals with Disabilities Education Act along with general guidelines for transportation, the types of disabilities and behaviors they may encounter, the importance of communication, how to handle emergency situations, a basic knowledge of the equipment and assistive devices in the school bus and an overview of proper loading and unloading procedures for students and their equipment.	21 Minutes
School Bus Driver Safety-Preparation for Travel and Student Safety-ASCIP	This module is designed to train school bus drivers on the safe practices to take when transporting students. Topics include: School Bus Transportation Safety Facts, Driver Preparation Prior to Transporting Students, Student Safety, Returning the Bus to the Transportation Center, and a follow-up Quiz.	12 Minutes
Shop Safety for Schools-ASCIP	As a shop student, you have the opportunity to use powered equipment and hand tools to create unique pieces of art that are both aesthetically pleasing and functional. This training module is designed to educate you on the safety practices and procedures necessary to using shop equipment so that you can return home at the end of the day unharmed. The topics covered in this module include: • General Safety Guidelines • Avoiding Distractions • Maintaining a Clean Shop	35 Minutes

Updated 3/16/21

Course Title	Course Description	Est. Run Time
	• Personal Protective Equipment (PPE) • Extension Cords • Powered Equipment Safety • Types of Power Equipment and Safety Practices • Hand Tool Safety • First Aid and Injury Reporting A comprehensive quiz is included at the conclusion of the module.	
Suicide Prevention (GCN)	According to Centers for Disease Control and Prevention, suicide is the second leading cause of death for 15 - 24 year olds. There is one death by suicide in the US every 12.3 minutes (CDC). According to National Institute of Mental Health (NIMH), death by suicide occurs 1 in 100,000 for children aged 10 to 14, 7 in 100,000 for youth aged 15 to 19, and 12.7 in 100,000 for young adults aged 20-24. Written by GCN's Researcher/Writer Brittany Gage, in this tutorial, you will learn the objectives shown on screen. You will learn: -Basic Suicide Facts -Risk Factors -Relationship between Suicide and Bullying -Warning Signs: Early Signs -Warning Signs: Late Signs -Prevention Overview -Reducing the Risk of Suicide in High-Risk Students -Prevention: Protective Factors -Intervention -Resources for help -Handling an Attempt on School Premises -Postvention	16 Minutes
Suicide Prevention Video (2 hour) (GCN)	GCN has partnered with the Society for the Prevention of Teen Suicide (SPTS) to provide this 2 hour Act on FACTS (Feelings, Actions, Changes, Threats, Situations) video providing several scenarios, resources, and best practices.	120 Minutes
Teen Dating Violence (GCN)	The Centers for Disease Control (CDC) has identified dating violence as a public health issue. 60% of high school students have experienced some form of dating violence and 25% of that group has experienced physical violence in their relationship before they finished high school. In order to identify something as unhealthy, it is imperative to know the standard for healthy. Family experiences, role models and messages from society and the media often give a distorted image of what healthy looks like. Written by Heidi Rankin, in this tutorial, you will learn characteristics of a healthy relationship, definition of dating violence, red flags, types of abuse, how does dating violence affect health, why do victims stay in these relationships, how can you help a victim, and how can you confront a perpetrator	15 Minutes
Transgender and Gender Non-conforming Awareness (GCN)	All students deserve a safe and inclusive environment at school. Statistics reveal that transgender and gender nonconforming students experience high rates of verbal and physical harassment and discrimination by fellow students, teachers and administration. Creating a gender inclusive environment through education and policy is essential in promoting a safe and supportive climate for these students. Written by Marie Angelone, in this tutorial, you will learn the following objectives: Terminology associated with gender identity; Types of discrimination and harassment experienced by transgender students; Effects of discrimination and harassment experienced by transgender students; Laws in place to protect transgender students	14 Minutes

Course Title	Course Description	Est. Run Time
	against discrimination and harassment; Strategies to promote an inclusive environment and understanding.	

Workplace Safety

Course Title	Course Description	Est. Run Time
Active Shooter (GCN)	According to the Centers for Disease Control and Prevention (CDC), negative and/or adverse childhood experiences have a significant negative impact on risk that children may perpetrate violence on themselves or others, including their peers. Such children may be perceived as different, not accepted by their peers, rejected, or bullied. They may suffer alienation and isolation causing them to plan revenge on those who caused emotional pain. Most active shooter situations are unpredictable and evolve quickly. Because most incidents are over within minutes, we must be prepared to react to the event until law enforcement personnel arrive. Preparedness and awareness are the keys to helping protect students, staff, employees, customers, and ourselves. This tutorial provides guidance to individuals, including school administrators, staff, managers and employees so that they can be prepared to respond to an active shooter event.	23 Minutes
Asbestos Awareness Refresher (GCN)	Concern about worker and occupant exposure to asbestos fibers has been a health, environmental and regulatory issue for many years. Inhaling asbestos fibers is a health concern, which can lead to lung cancer, asbestosis and mesothelioma. Develop by Villa Environmental, this tutorial provides an individual with little or no asbestos experience the ability to make reasonable decisions as to whether the situation is safe and who to contact to assure there is little or no asbestos exposure. DISCLAIMER: Not all states accept online Asbestos Awareness training. Please check with your supervisor and/or State OSHA or related asbestos regulatory department regarding whether they accept asbestos awareness training online.	20 Minutes
Basic Lockout/Tagout Safety	**Completion Requirement: 70% on quiz** **Closed Captioning: Yes (See Notes tab in training)** The purpose of this course is to familiarize participants with the requirements of the lockout/tagout standards set forth by OSHA that relate to the release of stored hazardous energy during servicing and maintenance of machines. Topics discussed include: Basic Lockout/Tagout Safety; Preventing Hazardous Energy Release; Control of Hazardous Energy; Lockout/Tagout Procedures; Lockout/Tagout Devices; When to Perform Lockout/Tagout; Lockout Procedures; Effectiveness of Lockouts; Tagouts; Limitations of Tags; Requirements for Tagout Devices; Employees Involved in Lockout/Tagouts; Authorized Employees; Responsibilities of Other Employees; Quiz.	11 Minutes

Course Title	Course Description	Est. Run Time
Bloodborne Pathogen Training for Schools ASCIP	Describes the types of bloodborne pathogens (BBP) and explores the ways that they can be transmitted in the school environment. Reviews the requirements for maintaining a formal BBP Exposure Control Plan and provides requirements necessary for adequate personal protective equipment, housekeeping practices and safe work practices. Discusses measures for reducing exposures to bloodborne pathogens.	16 Minutes
Bloodborne Pathogens (GCN)	This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.	20 Minutes
COVID-19 Identifying Symptoms PDF (GCN)	CDC document and acknowledgement	1 Minute
COVID-19 Plan, Prepare, and Respond (Educational Institutions) (GCN)	Due of the ever-changing conditions and recommendations in the fight against COVID-19, the following slides rely heavily on guidance, language and documentation provided by the CDC. The topics covered in this tutorial include: -What is COVID-19 and How is it Spread? -Recommended Resources for School Administrators -Guidance for School Staff, Teachers, Aides and Nutritional Service Personnel. Last Updated: 5/22/2020	10 Minutes
COVID-19 Video: How to Wear a Mask (OSHA) (GCN)	OSHA Provided video and reference links to proper mask fit and how to make a face covering.	3 Minutes
COVID-19 Video: Maintaining a Healthy School Environment (GCN)	Video provided by the CDC.	2 Minutes
COVID-19 Video: Proper Handwashing (CDC) (GCN)	CDC Provided video and reference links for proper handwashing.	3 Minutes
COVID-19 Video: Wear a Cloth Face Covering (CDC) (GCN)	CDC Director Dr. Robert R. Redfield talks about how wearing a cloth face covering may help slow the spread of COVID-19.	2 Minutes
COVID-19 Workplace Guidelines (GCN)	To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. - OSHA (Occupational Safety and Health Administration) -- The topics covered in this tutorial include: -What is COVID-19 and How is it Spread -Employer Requirements -General Workplace Procedures -Employee Responsibilities.	8 Minutes
Cart Operator Safety	**Completion Requirement: 100% slide view** **Closed Captioning: Yes**	26 Minutes

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Course Title	Course Description	Est. Run Time
	Tablet Friendly: Yes Emphasizes important safety information for individuals that use an electric cart as a tool to manage their day-to-day responsibilities. Basic overviews are provided on becoming familiar with your cart, operating the cart, operating responsibilities, and violations. With a little care and responsibility cart operators applying these success keys can get through their day without incident.	
Chemical Hygiene (ASCIP)	The purpose of the course is to fulfill IIPP requirements by putting safety procedures and policies into place to minimize the risk when working with chemicals in school chemistry labs.	22 Minutes
Cleaning Chemicals (GCN)	Employees have both a right and a need to know about the hazards associated with the cleaning chemicals they are exposed to when working. OSHA's current Globally Harmonized System (GHS) of Classification and Labeling is designed to provide employees with the critical information they need so they are better prepared to take steps to reduce exposure, substitute less hazardous materials, and establish safe work practices. Written by Villa Environmental, this tutorial will provide hazard information, ways to prevent the occurrence of work-related injuries and illnesses caused by mixing chemicals and your potential exposure. The information will identify how to effectively use container labels, safety data sheets, properly mixing, use of personal protective equipment, and employee training.	14 Minutes
Determining the Root Cause of Accidents-ASCIP	Enhances employee skills in the techniques of accident investigation. Topics include: The Chain of Accident Causation; Accident Investigation Responsibilities; Steps Necessary to Investigating an Accident; Determining Accident Causes; and practice scenarios.	17 Minutes
Disaster Planning 101 (GB)	Provides information on the essentials of Disaster Planning and the value of emergency preparedness both at work and at home. Topics covered include: significant disasters throughout history and how they have impacted modern civilization; predicting, preparing and planning for disaster; understanding the threats that can impact your organization; conducting a formal threat assessment; safety compliance; response methods; guidelines for food, water, emergency supplies and equipment; creating an emergency plan; conducting drills; and resources for additional information.	20 Minutes
Electrical Safety-ASCIP	Provides participants with information on the basics of electricity; including safe work practices and special environments.	11 Minutes
Employee Safety Orientation	This program is intended for providing both new and existing employees with information on general safety rules and practices for accident prevention. The program also provides information on what to do in case of an accident or injury. Topics include: General Safety Rules, Lifting and Material Handling, Fire Prevention and Protection, Housekeeping, Personal Protective Equipment, Hazard Communication, Driver Safety, Bloodborne Pathogens, Electrical Safety, Lockout/Tagout, Slip, Trip and Fall Exposures,	30 Minutes

Course Title	Course Description	Est. Run Time
	Ladders, Hand and Power Tools, Emergency Procedures, and Accident/Injury Procedures. A comprehensive 10 question quiz is included at the end of the program.	
Employee and Family Disaster Preparedness Training (GB)	Provides employees and their families with information on how to be prepared at home and at work in the event of a disaster. Topics include: www.Ready.gov; assembling a disaster preparedness kit; developing a family plan; determining whether or not to evacuate or shelter in place; and informational resources for Family Disaster Planning.	15 Minutes
Fire Prevention Practices (GB)	Discusses fire prevention practices and procedures to take in the event of a fire. Topics include creating an Emergency Action Plan; maintaining your workspace in an orderly manner; refraining from the use of candles; proper storage of flammable materials; using electrical equipment responsibly; knowing what to do in the event of a fire; portable fire extinguishers; and fire protection and life safety systems.	9 Minutes
Forklift Safety Basics for General Industry	Discusses how to minimize the likelihood of a forklift-related accident in the workplace. Teaches participants the dangers associated with unsafe forklift use in the workplace; provides an understanding of basic forklift operation requirements; defines the rules that apply to driving forklifts; and reviews the elements of a daily forklift inspection.	16 Minutes
GHS Hazard Communication-ASCIP	This training module reflects the March 2012 OSHA integration of the Globally Harmonized System (GHS) of classification and labeling of chemicals. The module is designed to help participants define the responsibilities of both employers and employees as it relates to Hazard Communication. The program reviews and discusses typical hazards associated with chemicals and provides an overview of how to understand the chemicals participants may work with by reviewing Safety Data Sheets and container labeling.	15 Minutes
General Industry Asbestos Awareness	This training program provides participants with basic information about asbestos and its hazards and identifies typical asbestos-containing materials within work areas. The training does not qualify employees to work with asbestos-containing materials.	23 Minutes
Handtool Safety (GCN)	The use of hand and power tools is such a common part of our workday that it is difficult to remember that they may pose hazards. These tools are manufactured with safety in mind, but tragically, serious accidents can occur before the user takes the necessary steps to search out, avoid, or hopefully eliminate tool-related hazards. In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of hand and power tools and the safety precautions necessary to prevent those hazards. Developed by Villa Environmental, in this tutorial, you will learn the common ways hand tools are misused; employee and employer responsibilities; hand tool and power precautions; use of power tool safety guards; utilize safety switches and other built in power tool features; understand and avoid power tool dangers; general power tool practices;	23 Minutes

Course Title	Course Description	Est. Run Time
	safety ideas for a variety of power tools; use of personal protective equipment; and general safety rules of hand and power tools.	
Hazard Communications (GCN)	This tutorial provides the minimum legal compliance required for the Hazard Communications Standard. According to this standard, every employee has the right to know about any operation in his or her work area when hazardous chemicals are present. The training must be completed at the time of initial assignment and whenever a new chemical is introduced into the employee's work area.	29 Minutes
Hearing Protection	Noise is defined as an unpleasant or unwanted sound, but it can be more than that. It can be a severe health hazard. This training program discusses the following topics: Loss of hearing due to exposure to loud noises and personal protective equipment that can be used to prevent hearing loss. Upon successful completion of this training module, participants will be able to describe the hazards associated with high noise levels; identify related responsibilities of the employer and employee, including the employer's responsibility to create a Hearing Conservation Program when required; describe the purpose of hearing tests, and test procedures for workers in high noise level environments; identify the types of hearing protectors, including their purposes, advantages, disadvantages, and attenuation; and describe the process of selecting, fitting, use, care and cleaning of various hearing protection devices.	12 Minutes
Heat Illness Prevention - ASCIP	**Completion Requirement: 100% slide view** **Tablet Friendly: Yes** **Closed Captioning: No** This course is designed to teach the learner the different types of heat illnesses including the causes, the symptoms, and the possible consequences. By understanding the causes of heat illness, the learner can identify steps that can be taken to prevent heat illness. The learner is also taught how to recognize the heat illness in herself/himself as well as in others and respond accordingly by taking appropriate actions to help a person in heat distress. Includes a Glossary of definitions. The course is ungraded but has checks on learning in multiple locations.	15 Minutes
IPM Training for Schools - ASCIP	This Integrated Pest Management (IPM) course covers the correct use of antimicrobial pesticides around children, the differences in cleaning, sanitizing, and disinfecting, and how to read and follow pesticide label directions. IMPORTANT INSTRUCTIONS: This module has no audio and is "read only." The *Next* arrow in the bottom-right corner of the screen will be dimmed and will not function until 20 seconds have elapsed on each slide. Once 20 seconds have elapsed, the *Next* arrow will be clickable and will allow you to progress to the next slide.	30 Minutes
Identifying Strain and Exertion Exposures	Explores the contributing factors of strain and exertion injuries; how to identify potential strain and exertion related tasks; and how to implement corrective actions to minimize exertion related injuries. Includes practice scenarios in	20 Minutes

Course Title	Course Description	Est. Run Time
	which participants identify strain and exertion exposures and offer solutions for minimization.	
Injury and Illness Prevention Plans - ASCIP	**Completion Requirement: 70% to complete** **Closed Captioning: No** This course is designed to teach the learner: 1. Who creates and enforces safety rules 2. The responsibilities of the district and certain individuals 3. The concept of an Injury and Illness Prevention Plan (IIPP) 4. How the IIPP is enforced How the IIPP is communicated	10 Minutes
Integrated Pest Management (GCN)	Pest control is an essential part of keeping schools safe but pesticides are often harmful, especially to children. Integrated Pest Management is a cost effective way to reduce exposure to pests and pesticides. This tutorial will discuss the importance of Integrated Pest Management and guidelines for implementation. In this tutorial, you will learn the following objectives: What is IPM; Four-Tiered Approach; IPM Implementation; Common Pests; Pest Vulnerable Areas; IPM in the Classroom.	13 Minutes
Ladder Safety (GCN)	Under the provisions of the OSHA standard, employers must provide a training program for each employee using ladders. The program must enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Written by Villa Environmental, this tutorial will review training requirements, general requirements, key requirements for fixed ladders, ladder safety devices and related support systems for fixed ladders, use and placement of all ladders, ladder safety when using a ladder and structural defect procedures.	13 Minutes
Means of Egress	Focuses awareness on the importance of exits within the workplace as a means of escape in the event of a life threatening event. Topics include defining “Means of Egress;” Exit Components; Exit Requirements; Factors Compromising the Means of Egress; and Safety and Compliance.	18 Minutes
Mold Indoor Air Quality (GCN)	Concern about indoor exposure to mold has been increasing as the public becomes aware that exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Health concerns are an important reason to prevent mold growth and to clean up molds in indoor environments. Written by Villa Environmental, this tutorial is a guide for building managers, maintenance personnel, custodians, and others who are responsible for commercial, governmental or school buildings and operations. Using this tutorial, individuals with little or no mold experience should be able to make a reasonable decision as to whether the situation can be handled by your own staff.	11 Minutes
Office Ergonomics Defined-ASCIP	This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your	10 Minutes

Course Title	Course Description	Est. Run Time
	chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.	
Office Ergonomics Defined-Brit Insurance	This program is designed to provide a general overview of Ergonomics and how ergonomic principles can be applied to daily office tasks to reduce your chances of experiencing strain and exertion injuries. Topics include: Definition of Ergonomics; Ergonomic Risks; Ergonomic Conditions; Ergonomic Injury Statistics; Cost of Ergonomic Injuries; Typical Ergonomic Injuries; Benefits of Ergonomics; Office Work Risk Factors; General Ergonomics Awareness; Employee Education and Training.	10 Minutes
Office Workstation Safety	Provides participants with the correct information on how to work safely at a computer workstation. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.	14 Minutes
Office Workstation Safety for Supervisors	Intended for use by supervisors to help them identify the hazards that employees face at their workstations. Topics include: workplace organization; maintaining neutral body positions; avoiding eyestrain; sustaining good physical condition; and exercises to stretch tired muscles.	18 Minutes
Personal Protective Equipment	Discusses the importance of utilizing Personal Protective Equipment (PPE); explains OSHA's requirements for access to and utilization of PPE; and explores the functions and use of common articles of PPE including: gloves, eye protection, head protection, hearing protection and respiratory protection.	19 Minutes
Portable Fire Extinguishers Part I-ASCIP	Provides a basic overview of the main causes of fire and the types of fire extinguishers that are designed to extinguish and control fires.	19 Minutes
Portable Fire Extinguishers Part II-ASCIP	Describes classes of fire and how to identify them; discusses the extinguishing agents appropriate for different classes of fires, demonstrates how to utilize a portable fire extinguisher in accordance with Best Practices; provides a focus on personal safety; and describes the sequence of events that must occur before a decision to use a fire extinguisher is made.	15 Minutes
Preparation for Physical Activity-ASCIP	The goal of this training program is to teach you how to prepare your body and mind for the physical activity you may be performing during your daily work tasks. Topics include: maintaining flexibility; costs of musculoskeletal injuries; the importance of warming up; back pain and injuries; preventing muscle strains and sprains; and stretching exercises for hands, wrists, shoulders, upper and lower back, and legs.	13 Minutes

Course Title	Course Description	Est. Run Time
Preventing Back Injuries ASCIP	Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries. Presented in Spanish language.	15 Minutes
Preventing Back Injuries-ASCIP	Describes the impact of back injuries, why they occur and the contributing factors that lead to back injuries. Discusses the measures that can be taken to prevent back injuries.	11 Minutes
Preventing Slips, Trips and Falls-ASCIP	This training module covers preventing the occurrence of slip, trip and fall injuries in the workplace. Topics include: Recognizing the costs associated with slip, trip and fall related injuries; identification of the leading causes of slip, trip and fall injuries associated with the physical workplace environment; identification of the leading causes for slip, trip and fall injuries associated with employee behaviors; and preventive actions that employers and employees should take to reduce the risk for slips, trips and falls in the workplace.	10 Minutes
Proactive Safety (GCN)	This tutorial will show you how to think Safety First as you approach each activity of your job. In this tutorial, you will learn how to constantly assess your environment, your equipment, yourself and your personal space.	9 Minutes
Safe Housekeeping Practices	For custodial staff, good housekeeping not only means keeping the facility neat and free of hazards, it also means being able to perform these daily tasks without becoming injured. This training program provides participants with information on how to perform housekeeping tasks safely. Topics covered include the importance of wearing proper footwear; preventing slips, trips and falls; preventing strains and exertions when lifting, moving furniture, mopping and cleaning bathroom facilities; and discusses the importance of using chemicals safely. The program also provides reminders for general housekeeping safety that are applicable to any facility.	17 Minutes
Safe Lifting for Special Education (GCN)	The passage of the Education of All Handicapped Children Act or EHA (now known as the IDEA) has ensured more physically and medically-fragile students are being served in our schools. The inclusion of fragile students in schools has presented many challenges, however, because many require lifting and transferring a student and equipment from one place to another. The lifting and transferring of students may be easy when children are babies, but many students are large, with substantial weight, and are fragile. Without the assistance of lifting devices and proper body positioning and conditioning, the risks for injury of the student and caregiver increase. This tutorial has as its main purpose to provide information and instruction in safe lifting and transferring of students with special needs.	21 Minutes
Safety Pays for Life	A brief motivational program that emphasizes how working safely can actually "Pay you for life."	3 Minutes
Utility Cart Safety Training - ASCIP		

Course Title	Course Description	Est. Run Time
Working in Comfort-A Lesson in Computer Workstation Ergonomics	This training program helps participants increase the level of comfort at their workstations. The information provided in this program will help participants to minimize the daily aches and pains associated with job tasks that require a lot of time sitting and working from a desk, including lower back pain, wrist pain, and neck stiffness. Topics include: Neutral Position; Evaluating Your Comfort Level; Making Necessary Adjustments-Chairs and Office Equipment; Challenging Adjustments; Ergonomic Behavior; and Benefits of Using Ergonomic Practice.	11 Minutes

Cyber Risk

Course Title	Course Description	Est. Run Time
DS 101 - Introduction: Threats of a Data Breach	**Completion Requirement: 100% on quiz** A data breach could be devastating to your organization. This first in a three course series provides an overview of data breaches, how they can occur, how to prevent them and the laws that regulate data security. This 10-minute course provides an introduction to breaches and security incidents and how they can affect organizations and individuals.	10 Minutes
DS 102 - Introduction: Employee Mistakes	**Completion Requirement: 100% on quiz** **A data breach could be devastating to your organization. This second in a three course series provides an overview of data breaches, how they can occur, how to prevent them and the laws that regulate data security.** **This 10-minute course explains how employee carelessness can lead to a security incident and advises how to avoid harmful mistakes.**	10 Minutes
DS 103 - Introduction: Laws & Regulations	**Completion Requirement: 100% on quiz** **A data breach could be devastating to your organization. This third in a three course series provides an overview of data breaches, how they can occur, how to prevent them and the laws that regulate data security.** **This 8-minute course provides an overview of the federal and state laws that govern data security and protect sensitive information.**	8 Minutes
DS 104 - Data Security Basics: Malware	**Completion Requirement: 100% on quiz** **Understanding how to keep your devices secure can give you and your organization a leg up when it comes to preventing a data breach. The first in a three course mini-series explains the basics when it comes to data security best practices.**	12 Minutes

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Course Title	Course Description	Est. Run Time
	This 12-minute course provides an overview of malware and explains how to prevent a malware infection.	
DS 105 - Data Security Basics: Password Best Practices	**Completion Requirement: 100% on quiz** **Understanding how to keep your devices secure can give you and your organization a leg up when it comes to preventing a data breach. The second in a three course mini-series explains the basics when it comes to data security best practices.** **This 10-minute course emphasizes the importance of passwords as the keys and locks that protect sensitive information and identifies best practices to create strong and memorable passwords.**	10 Minutes
DS 106 - Data Security Basics: Public Wi-Fi	**Completion Requirement: 100% on quiz** **Understanding how to keep your devices secure can give you and your organization a leg up when it comes to preventing a data breach. The third in a three course mini-series explains the basics when it comes to data security best practices.** **This 8-minute course explains the risks of surfing the web on public networks and identifies best practices to stay safe on public Wi-Fi.**	8 Minutes
DS 107 - Social Engineering: Phishing	**Completion Requirement: 100% on quiz** **Social engineering attacks are one of the main causes of data breaches. This first in a series of three will prepare employees for common social engineering attacks and give you the tools to protect your devices and information.** **This 20-minute course defines phishing and explains how to avoid falling victim to a phishing attack.**	20 Minutes
DS 108 - Social Engineering: Ransomware	**Completion Requirement: 100% on quiz** **Social engineering attacks are one of the main causes of data breaches. This second in a series of three will prepare employees for common social engineering attacks and give you the tools to protect your devices and information.** **This 8-minute course describes the growing risk of ransomware and provides best practices to prevent a ransomware attack in your organization.**	8 Minutes
DS 109 - Social Engineering: Spear-Phishing	**Completion Requirement: 100% on quiz** **Social engineering attacks are one of the main causes of data breaches. This third in a series of three will prepare employees for common social engineering attacks and give you the tools to protect your devices and information.**	10 Minutes

Course Title	Course Description	Est. Run Time
	This 10-minute course explains how to protect your organization from highly targeted spear-phishing attacks.	
DS 110 - Safeguarding Information	**Completion Requirement: 100% on quiz** **Information is one of the most valuable resources a company has. This course describes the importance of maintaining a safe environment for sensitive information, identifies the value of technical safeguards and delves into the best practices for handling sensitive information.**	20 Minutes
DS 111 - PCI Training Series: Identifying Fraudulent Payment Cards	**Completion Requirement: 100% on quiz** **The Payment Card Industry Data Security Standards require organizations that accept payment cards to train their employees on best practices to prevent the theft of cardholder information. This PCI series covers some of the basic steps to protect cardholder information. This 10-minute Identifying Fraudulent Payment Cards course explains how to identify fake cards and prevent fraud.**	10 Minutes
DS 112 - PCI Training Series: Inspecting Credit Card Machines	**Completion Requirement: 100% on quiz** **The Payment Card Industry Data Security Standards require organizations that accept payment cards to train their employees on best practices to prevent the theft of cardholder information. This PCI series covers some of the basic steps to protect cardholder information. This 8-minute Inspecting Credit Card Machines course demonstrates how to inspect a credit card machine for tampering in order to prevent theft of customers' payment card information.**	8 Minutes
DS 113 - HIPAA: Privacy Basics 1	**Completion Requirement: 100% on quiz** **The HIPAA Compliance Series covers patients' rights and the obligations of healthcare providers under HIPAA. The material included will prove useful for all Covered Entity and Business Associate staff.** **Privacy Basics I Include:** • **What is PHI?** • **Providing Patient Notice** • **Need to Know Standard** • **Minimum Necessary Standard** • **Permitted Uses and Disclosures**	40 Minutes
DS 114 - HIPAA: Privacy Basics 2	**Completion Requirement: 100% on quiz** **The HIPAA Compliance Series covers patients' rights and the obligations of healthcare providers under HIPAA. The material**	40 Minutes

Course Title	Course Description	Est. Run Time
	included will prove useful for all Covered Entity and Business Associate staff. **Privacy Basics 2 Course Continues:** • **What is PHI?** • **Providing Patient Notice** • **Need to Know Standard** • **Minimum Necessary Standard** • **Permitted Uses and Disclosures** • **HITECH Breach Notification Rule**	

Syntrio LMS Trainings

Employment Law

Course ID/Title	Course Description	Est. Run Time
ASCIP-AB1432 001. Mandated Reporter	California Mandated Reporter: General training for California Mandated Reporters as required by AB1432.	35 Minutes
NEWSHEE2019 002. SB1343: CA Preventing Workplace Harassment, Employees	Sexual harassment and abusive conduct continue to remain real workplace problems. Media stories and studies clarify the high toll that this misconduct takes on targeted employees, coworkers and the overall work environment. A workplace that allows--and even encourages--such conduct cannot promote respect for all employees to obtain their best performance. California has enacted laws that require employers with 5 or more employees to train all employees on sexual harassment prevention, response, and the prevention of abusive conduct in the workplace. All employees need to understand their role in promoting a healthy workplace, preventing sexual harassment and effectively responding to such misconduct when it occurs.	60 Minutes
setu204_es 003. California Prevencion del acoso en el lugar de trabajo para empleados	El acoso sexual y las conductas abusivas siguen siendo problemas reales del lugar de trabajo. Las historias en los medios de comunicación y estudios establecen el alto daño que este mal comportamiento tiene sobre los empleados afectados, compañeros de trabajo y el entorno general de trabajo. Un lugar de trabajo que permite, o incluso fomenta, estos comportamientos no puede promover el respeto para todos los empleados con el fin de obtener su mejor desempeño. California ha promulgado leyes que exigen que los empleadores con 5 o más empleados capaciten a todos los empleados en prevención y respuesta al acoso sexual y la prevención de la conducta abusiva en el lugar de trabajo. Todos los empleados deben comprender su rol en la promoción de un lugar de trabajo saludable, evitando el acoso sexual y respondiendo en forma efectiva a esa mala conducta cuando ocurre.	63 Minutes
scomp150 004. AB1825: Workplace Harassment Prevention Version 1	This course, designed for managers and/or supervisors, discusses the federal and state anti-discrimination laws (AB 1825, AB 2053, and SB396) and company policies prohibiting sexual harassment. Using hypothetical scenarios and real-life examples, managers are instructed on how to recognize and prevent sexual harassment and retaliation and are provided practical guidance on the steps that should be taken to correct sexual harassment. Managers will learn of their legal and moral obligations in refraining from harassment and maintaining a harassment-free environment as well as the remedies available for victims.	120 Minutes

Course ID/Title	Course Description	Est. Run Time
setu203 005. AB1825: Workplace Harassment Prevention Version 2	Sexual harassment, other forms of workplace harassment, and abusive conduct continue to remain real workplace problems. Media stories and studies clarify the high toll that this misconduct takes on targeted employees, coworkers and the overall work environment. A workplace that allows--and even encourages--such conduct cannot promote respect for all employees to obtain their best performance. California has enacted laws that require employers with 5 or more employees to train their entire workforce on harassment prevention and response. Because managers act on behalf of their employer, they have a special duty to promote a workplace free of sexual harassment, seek to prevent such improper conduct and effectively respond to instances and complaints.	120 Minutes
scomp131 020. Campus Aware: Sexual Violence Prevention Program	Domestic, dating and sexual violence are problems on many college campuses. It is estimated that 1 in 5 college females will experience some form of sexual abuse during her college career. Men can also be victims. More often than not, sexual assault is perpetrated by someone known to the victim. This program is intended to raise awareness of these issues and help reduce the incidence of violence within the campus community. Designed to meet the mandatory training requirements of the Campus SaVE Act (Campus Sexual Violence Elimination Act) and address Title IX concerns, it discusses important subjects including sexual harassment and violence, concepts of consent, and bystander intervention and instructs members of the campus community how to respond to and prevent sexual violence.	30 Minutes
scomp040 026. Disability Discrimination and Acdommodation	The Americans with Disabilities Act (ADA), as amended by the ADA Amendment Act (ADAAA), and state and local laws prohibit employment discrimination against qualified individuals with a disability. Using hypothetical scenarios and practical exercises, this course teaches managers how to effectively and legally manage individuals with disabilities including the obligation to provide reasonable accommodations, if necessary. It also teaches preventive steps that a manager can take to avoid a claim of disability discrimination.	45 Minutes
scomp160 031. Ethics and Code of Conduct	Ethics is about doing the “right” thing. In a business setting, ethics also involves ensuring that company values are shared and upheld by all members of the organization. This course introduces the concept of business ethics and highlights the company code of ethics and/or business conduct. Learners apply “the code” to a series of ethical issues common in the workplace. This course also discusses responsibilities, procedures, and “whistleblower” protections associated with reporting ethics and/or legal violations.	30 Minutes
scomp057 034. Understanding the Family and Medical Leave Act	This course provides an overview of the Family and Medical Leave Act. It is designed for managers or supervisors whose employees may request or require leave and discusses eligibility requirements, circumstances that qualify for FMLA protection, procedures for requesting and designating FMLA, and employee and employer rights and responsibilities under the Act.	45 Minutes
scomp140	This course is designed for California managers who supervise employees subject to California meal and rest break laws. In addition to learning the basic parameters of the laws governing the provision of mandatory rest	15 Minutes

Course ID/Title	Course Description	Est. Run Time
036. Meal & Rest Break Training	breaks, managers will learn the essential “flash points” that lead to expensive class action lawsuits, including (but not limited to): scheduling; record keeping; supervision and policing (or lack thereof) of break times. Managers should take this course as a supplement to California wage & hour training for those managers interested in the nuances of meal and rest break laws.	
scomp133 037. Legal Aspects of Interviewing and Hiring	The pre-employment process (i.e. recruitment, interviewing, and hiring) is filled with legal pitfalls. As such, individuals involved in the recruitment, interviewing and hiring process need to be familiar with effective techniques and knowledgeable of federal, state, and local laws restricting hiring practices that could be considered discriminatory or invasions of privacy. This course discusses legal issues related to writing job descriptions, recruitment methods, interviewing, testing, and evaluating candidates as well as issues related to reference and background checks and offers of employment.	40 Minutes
scomp106 038. Preventing Unlawful Harassment for Supervisors: College and University Edition	This course teaches faculty and staff managers and supervisors about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the “protected classes” that can lead to a claim of unlawful harassment. It offers strategies for preventing unlawful harassment and teaches faculty and staff managers how to respond appropriately when they learn of it. It also discusses the risk of liability (and loss of funding) to both the institution and school authorities if steps are not taken to prevent and protect employees and students from unlawful harassment including sexual harassment and sexual violence.	45 Minutes
scomp061 043. Valuing Diversity: Employee Edition	In order to achieve their objectives and retain the most qualified employees, organizations must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course discusses the advantages and challenges of working in and managing a diverse workforce.	45 Minutes
scomp089 044. Valuing Diversity: Manager Edition	In order to realize the greatest competitive advantage and retain the most qualified employees, companies must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course discusses the advantages and pitfalls of working in and managing a diverse workforce. It also offers strategies to help managers recognize and value individual differences so as to maximize the potential of all employees.	45 Minutes
scomp119 045. Preventing Unlawful Retaliation in the Workplace	The are many laws governing the workplace that guarantee rights to individual workers, such as the right to be free from discrimination, the right to be paid minimum and overtime wages, and the right to join a union etc. Unlawful retaliation occurs when an employer imposes adverse consequences on an employee for exercising his or her rights or engaging in certain activities that are “protected” by law. Using scenarios and case studies, this course discusses the types of work-related activities that are protected by law, the types of behavior that can lead to a charge of retaliation,	45 Minutes

Course ID/Title	Course Description	Est. Run Time
	and the risks of failing to take steps to prevent unlawful retaliation in the workplace.	
scomp107 047. Preventing Unlawful Harassment: College and University Edition	This course for non-managerial college employees, including student-employees, discusses the human characteristics that are protected by anti-discrimination laws and school policy as well as the type of conduct related to the "protected classes" that can lead to a claim of unlawful harassment. It also discusses the steps employees can take to prevent workplace harassment and what to do in the event that they witness or experience it.	30 Minutes
scomp153 059. Preventing Unlawful Workplace Harassment Employee Edition	This course teaches employees about the human characteristics that are protected by anti-discrimination laws and the type of conduct related to the "protected classes" that can lead to a claim of unlawful workplace harassment. It also discusses the steps employees can take to prevent workplace harassment and what to do in the event they witness or experience it.	30 Minutes
scomp141 061. Valuing Diversity for Government Contractors	In order to realize the greatest competitive advantage and retain the most qualified employees, companies must make an effort to ensure that a diverse population of employees is fully represented and that a culture of inclusion and respect is promoted and maintained. This course discusses the advantages and pitfalls of working in and managing a diverse workforce. It also offers strategies to help managers recognize and value individual differences so as to maximize the potential of all employees.	30 Minutes

Ethics

Course ID/Title	Course Description	Est. Run Time
scomp109 060. Ethics and Code of Conduct for Government Contractors	Business ethics involves educating and aligning the actions of individuals with relevant laws and the preferred values of the organization. This course discusses the many benefits of promoting business ethics as well as the legal requirements of government contractors with respect to ethics and compliance. It highlights the organization's Code of Ethics and/or Business Conduct and asks learners to apply the Code to a series of hypothetical scenarios in which ethical issues may arise in workplace. It also discusses responsibilities, procedures, and "whistleblower" protections associated with reporting ethics and/or legal violations.	45 Minutes

General

Course ID/Title	Course Description	Est. Run Time
scomp062_ascip 007. VIPS Very Important Points: New Employee Training ASCIP	This program is designed to provide new employees working in school and college districts with very important information about how to respond to emergencies, their special duties relating to students, and their job related rights/benefits.	45 Minutes
scomp062_sp 006. VIPS Orientacion Para personal Nuevo para Distritos Escolares y Universitarios	Este programa está diseñado para entregar a los nuevos empleados de distritos escolares y universitarios información muy importante sobre cómo responder a las emergencias, sus obligaciones específicas respecto a los alumnos y acerca de sus derechos y beneficios laborales. This program is designed to provide new employees working in school and college districts with very important information about how to respond to emergencies, their special duties relating to students, and their job related rights/benefits.	45 Minutes
ascip012-doing-good 012. Doing Good When Things go Bad	Emergency preparedness for a variety of scenarios which affect our campuses, such as suicide, or accidental death. This covers the human side of responding and being prepared.	36 Minutes
ascip001 015. Special Ed liability Exposures: Preventing and Damage Control	This course is designed for classified and certificated administrators, school site administrators, directors of special education, special education teachers, risk managers and governing board members of K-12 school districts in California. Using actual case scenarios and other training materials, individuals taking this course will learn about the laws that affect the rights of disabled students, learn to recognize potential legal liability, identify remedial action to be taken and be able to train and supervise staff who are responsible for the care of students with disabilities.	25 Minutes
sprod099 024. Creating a Bully-Free Workplace: Employee Edition	Workplace bullying can have devastating effects on victims, witnesses, and on organizations. In this course, managers and supervisors will learn how to recognize and address workplace bullying, as well as common prevention strategies to keep their work area bully-free. They will learn how to analyze their own behavior to ensure it is appropriate at all times and the importance of promoting a culture of mutual respect in the workplace.	45 Minutes
sprod097 025. Creating a Bully-Free Workplace: Manager Edition	Workplace bullying can have devastating effects on victims, witnesses, and on organizations. In this course, managers and supervisors will learn how to recognize and address workplace bullying, as well as common prevention strategies to keep their work area bully-free. They will learn how to analyze their own behavior to ensure it is appropriate at all times and the importance of promoting a culture of mutual respect in the workplace.	45 Minutes
scomp128	This training course helps workers who handle protected health-related information at work understand and interpret their responsibilities under the Privacy and Security Rules of HIPAAs Title II. By learning about	45 Minutes

Course ID/Title	Course Description	Est. Run Time
033. HIPAA Privacy and Security Basics	requirements under the law, employees can help to foster a culture of compliance and protect against costly privacy breaches.	
sprod077 035. Handling Conflict: An Employee's Guide	This course focuses on a collaborative approach to conflict resolution, teaching employees how to resolve workplace conflicts so that everyone "wins." Students will learn how to use good listening and communicating skills to keep conflict constructive, identify natural conflict-handling styles, resolve conflict collaboratively, and when and how to ask for help in the resolution process.	60 Minutes
Diastat Youtube 051. Diastat Youtube		3 Minutes
scust004 057. One to One: Customer Service Success	Research verifies that the only way to achieve customer loyalty is to consistently meet and exceed their expectations. Every time you interact with a customer, you have a unique "moment of truth" opportunity to build the relationship or fall short. This module will help you understand your customers' needs so you can better serve them through each and every interaction.	45 Minutes
Handwashing CDC 063. Handwashing: What You Need to Know – CDC-No Audio	This video answers important questions about hand washing and hand sanitizer. - No Audio.	2 Minutes
Handwashing CDC-sp 064. Handwashing: What you Need to know – CDC – Spanish-No Audio	Protégete y protege a los demás lavándote las manos con agua y jabón. Los microbios pueden llegar a tus manos y a los objetos que tocas a lo largo del día. Si tienes las manos sucias, es mejor lavártelas con agua y jabón para eliminar cualquier microbio y sustancias químicas que puedan tener.	2 Minutes
Social Distancing 065. Social Distancing - CDC	Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).	1 Minute
Social Distancing-sp 066. Social Distancing – CDC - Spanish		5 Minutes
Fight Germs - CDC 067. Fight Germs: Wash Your Hands! - CDC	This handwashing demonstration will show you how handwashing can get rid of germs and chemicals that get on our hands every day.	3 Minutes

Course ID/Title	Course Description	Est. Run Time
Fight Germs – CDC sp 068. Fight Germs: Wash Your Hands! – CDC Spanish	Aprenda cómo lavarse las manos correctamente y por qué es importante lavarse las manos con agua y jabón.	3 Minutes
Symptoms of Coronavirus 069. Symptoms of Coronavirus- CDC	Know the symptoms of COVID-19, which can include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.	1 Minute
6 Steps to prevent COVID 19 070. 6 Steps to Prevent COVID-19 - CDC	Take steps to lower your risk of getting sick with COVID-19. Here are some things you should do.	2 Minutes
Face Mask 071. How to Wear a Cloth Face Mask - CDC	CDC Director Dr. Robert R. Redfield talks about how wearing a cloth face covering may help slow the spread of COVID-19.	2 Minutes
Face Mask – sp 072. How to wear a Cloth Fask Mask – CDC - Spanish	Vea cómo hacer su propia cubierta de tela para la cara siguiendo unos pasos fáciles y con artículos que puede encontrar en su casa, como una bufanda, una pañoleta, una toalla para manos o una camiseta.	2 Minutes
Cleaning, Sanitizing, & Disinfecting 073. The Difference Between Cleaning, Sanitizing, & Disinfecting	This training will cover the difference between products that disinfect, sanitize, and clean and talk about tips on how to slow the spread of infectious diseases through cleaning, sanitizing, and disinfecting.	45 Minutes
Heat Illness-ASCIP 074. Heat Illness-ASCIP		70 Minutes
ASCIP FAQ ASCIP LMS Instructions		1 Minute

IT Security

Course ID/Title	Course Description	Est. Run Time
Avoiding_Phishing 021. Avoiding Phishing Message Threats	Learn to recognize phishing and message threats such as being wary of email links and attachments verifying message source of unsolicited email, emails that request money, and urgent requests in emails.	11 Minutes

Safety

Course ID/Title	Course Description	Est. Run Time
ssfty030_ascip 008. Utility Cart-Powered Industrial Truck Safety	This course covers the principles and procedures for safe operation of powered industrial trucks. Workers taking this course will be able to apply the safety practices to prepare a truck for use, apply the principles of stability when operating a powered industrial truck, follow inspection protocol, and follow safe driving practices.	45 Minutes
ASCIP006-IIPP-Safety 009. Illness Prevention Plan	This course is designed to teach the learner: Who creates and enforces safety rules, the responsibilities of the district and certain individuals, the concept of an Injury and Illness Prevention Plan (IIPP), how the IIPP is enforced, and how the IIPP is communicated.	10 Minutes
ssfty200 010. SDS-Chemical Hazard Communication	OSHA's Hazard Communication Standard (HCS), updated in 2012, requires employees to be provided with information on the chemicals and chemical hazards they are exposed to while working. This information must be provided through safety data sheets (SDSs), container labels, and appropriate training. This course provides an overview of the health and physical hazards associated with chemical substances and mixtures, information on chemical container labeling standards and SDS formats, and safe work procedures to minimize the risk of harmful chemical exposures in the workplace.	45 Minutes
ssfty020 011. Hazardous Energy Control	This course will teach you the purpose and use of a lock-out/tag-out program, the methods and procedures involved in effective lock-out/tag-out programs, and the responsibilities of all individuals that affect or are affected by lock-out/tag-out.	45 Minutes

Updated 12/8/20

Course ID/Title	Course Description	Est. Run Time
ascip011-heat-illness 013. Heat Illness Prevention	This course is designed to teach the learner the different types of heat illnesses including the causes, the symptoms, and the possible consequences. By understanding the causes of heat illness, the learner can identify steps that can be taken to prevent heat illness. The learner is also taught how to recognize the heat illness in herself/himself as well as in others and respond accordingly by taking appropriate actions to help a person in heat distress. Includes a Glossary of definitions. The course is ungraded but has checks on learning in multiple locations.	15 Minutes
ssfty172 014. Bloodborne Pathogens	This course provides an overview of the OSHA Bloodborne Pathogens standard requirements applicable to emergency response personnel in office and manufacturing environments. You will learn about specific pathogens, exposure control, vaccines, sharps, and post-incident clean-up.	30 Minutes
ssfty037 016. Laboratory Safety	This course, designed for research laboratory personnel, examines workplace safety in laboratory environments, including health hazards, exposures, physical hazards, hazard recognition, exposure controls, and emergency procedures. Since many laboratory personnel use biological materials in addition to chemicals, the course includes optional sections on biological hazards. The course does not cover radioactive isotopes or equipment.	45 Minutes
ssfty017 017. Hazardous Waste Management	This course is intended to provide you with information necessary to carry out hazardous waste management tasks that are part of your normal job responsibilities.	45 Minutes
ascip20-chemhyg 018. Chemical Hygiene CDC	Chemical Hygiene awareness for community colleges. A program designed to help employees and students work with hazardous chemicals in laboratories safely. Learn the basic chemical hygiene principles.	25 Minutes
ssfty058 019. Fall Protection	Working safely at elevated locations requires knowledge of fall hazards and fall protection equipment in order to prevent serious injury. This course introduces when and how to use fall protection equipment such as fall restraint and fall arrest systems. You will be able to identify both the hazards associated with elevating work equipment and associated with working on a roof. You will also learn of the procedures to follow in case of an emergency.	45 Minutes
ssfty190 022. Defensive Driving	Learning to drive defensively is your best protection against becoming involved in a potentially life-threatening accident. By understanding and adhering to the safety tactics and practices outlined in this course, you will be better prepared to protect yourself and your passengers.	45 Minutes
ssfty022 023. Confined Space	This course teaches the OSHA standards that apply to confined spaces, the dangers and hazards associated with confined spaces, the entry requirements of permit and non-permit confined spaces, and the roles and training that are required for workers.	45 Minutes

Course ID/Title	Course Description	Est. Run Time
ssfty039 027. DOT Hazardous Materials Transportation: General Awareness	This course provides a general overview of the DOT hazardous materials transportation for all hazmat employees. Through taking this course, employees with be aware of the DOT safety considerations and procedures in the following areas: classification, packaging, marking and labeling, shipping, and loading and unloading.	30 Minutes
ssfty044 028. DOT: Marking, Labeling, and Placarding	This module is the 3rd out of 5 in our DOT Function Specific Series. This course will instruct the student on how to correctly identify the contents of a hazardous material shipment through required marking, labeling and placarding. By taking this module, the user will understand how to properly mark their container, when and how to use labels and when and how to use placards.	20 Minutes
ssfty046 029. DOT: Shipping Papers	This module is the 4th out of 5 in our DOT Function Specific Series. This course describes the process of preparing shipping papers for hazardous materials in compliance with DOT regulatory requirements. Supervisors of hazmat employees and safety managers will also benefit from the course. After taking this module, users will know how to prepare shipping papers, including the proper shipping description, shipper's certification and emergency response information.	20 Minutes
ssfty036 030. Electrical Safety Awareness	This class is designed to present an overview of electrical energy and the hazards of systems operating at 50-600 Volts, as well as workplace practices to prevent injuries, fires, and arc flashes. Recognizing and understanding the nature of electrical hazards, and taking proper precautions to prevent related injuries can be a matter of life or death.	45 Minutes
ssfty008 032. ErgoNet: A Training Guide for Healthy Office Work	This course teaches employees how to improve their interaction with their work environment and reduce the risk of common work-related musculoskeletal disorders, also known as MSDs. Students learn the risk factors involved in MSDs, what signs and symptoms to watch for, and how to correct problems by utilizing sound ergonomic practices.	30 Minutes
ssfty064 039. Personal Protective Equipment: Eye & Face Protecction	This course is about the proper use and maintenance of eye and face protection. Upon completion of this course, workers will be able to describe types of eye and face protection and recognize potential eye and face hazards. This course will help employees understand his/her responsibilities with respect to eye and face protection and the importance of properly fitting PPE.	35 Minutes
ssfty066 040. Personal Protective Equipment: Foot Protection	This course is about the proper use and maintenance of personal protective equipment (PPE) for the foot. Upon completion of this course, workers will be able to describe types of foot protection and recognize potential hazards. This course will help employees understand their responsibilities with respect to foot protection and the importance of ensuring proper fit and use of safety shoes or boots.	2 Minutes

Course ID/Title	Course Description	Est. Run Time
ssfty067 041. Personal Protective Equipment: Hand & Arm Protection	This course is about the proper use and maintenance of personal protective equipment (PPE) for hands and arms. Upon completion of this course, workers will be able to recognize potential hazards and know the appropriate time to wear gloves. This course will help employees understand their responsibilities with respect to hand and arm protection and the importance of ensuring proper fit and use of gloves.	45 Minutes
ssfty065 042. Personal Protective Equipment: Head Protection	This course is about the proper use and maintenance of head protection. Upon completion of this course, workers will be able to describe types of head protection and recognize potential head hazards. This course will help employees understand his/her responsibilities with respect to head protection and the importance of properly fitting hard hats and other forms of PPE. (personal protective equipment).	35 Minutes
ssfty019 046. Preventing Workplace Violence: Employee Edition	This course discusses common types of workplace violence and risk factors for experiencing violence at work. It discusses warning signs of potential violence, techniques for diffusing violent situations, and what to do in a violent or potentially violent situation. It also discusses critical steps to take in response to an active shooting or other actively violent situation.	30 Minutes
ssfty033 048. Fire Extinguisher Safety	This course covers fire, and when and how to use fire extinguishers. Details include the elements of fire (the "fire triangle") and its stages to better understand fire prevention. Should a fire occur, this course describes the types of fire, which should determine the type of fire extinguisher to select and use. After taking this course, you should have a good idea of how to operate an extinguisher, and your company's policy on what to do before, during and after a fire emergency.	30 Minutes
ssfty184 049. Back Injury Prevention	We depend on our back for so many activities. Unfortunately, back problems are so common that 60-80% of adults will complain of back pain at some point in their lives. An injured or sore back can make everyday life difficult and painful. Maintaining a healthy back is vital to ensure a good quality of life and our ability to do our job. This course presents lifting rules that will help prevent back injuries, as well as preventive methods to maintain a healthy back. Strategies to prevent strains and injuries during static activities such as seated and standing work are also provided.	45 Minutes
ssfty185 050. Ladder Safety	Ladders are practical tools that are utilized every day in a variety of tasks, both at work and at home. Unfortunately, accidents related to the use of ladders result in thousands of ER visits, and a number of deaths every year. This course identifies the risks involved in utilizing the portable ladder and offers steps to safe use including selection, inspection, set up, and rules for use.	45 Minutes
ssfty054 058. Incident Command	Emergencies are typically very chaotic and in order to control an emergency, an Incident Command System should be in place. This course introduces members of an Emergency Response Team to the Incident Command System (ICS) so they can quickly and consistently organize emergency responders, and resources to minimize chaos and confusion. After	45 Minutes

Course ID/Title	Course Description	Est. Run Time
	completing this course, emergency response team members will be able to identify positions within the ICS, describe roles and responsibilities of each ICS position, and demonstrate how the ICS can be used in different types of emergency scenarios.	
ssfty213 062. Personal Protective Equipment: Eye and Face	This course is about the proper use and maintenance of eye and face protection. Upon completion of this course, workers will be able to describe types of eye and face protection and recognize potential eye and face hazards. This course will help employees understand his/her responsibilities with respect to eye and face protection and the importance of properly fitting PPE.	20 Minutes

Crisis Response

Course ID/Title	Course Description	Est. Run Time
RHF-Elementary 052. Run, Hide, Fight-Elementary	This video further explores the three strategies of "Run-Hide-Fight" in greater detail and outlines specific tactics for each in an elementary school setting.	11 Minutes
RHF-Intermediate 053. Run, Hide, Fight-Intermediate	This video further explores the three strategies of "Run-Hide-Fight" in greater detail and outlines specific tactics for each in an intermediate school setting.	11 Minutes
ASCIP-RHF-High School 054. Run, Hide, Fight-High School (SAUSD)	This video further explores the three strategies of "Run-Hide-Fight" in greater detail and outlines specific tactics for each in a high school setting.	11 Minutes

Course ID/Title	Course Description	Est. Run Time
ASCIP-Sandy Hook Youtube 055. Sandy Hook Promise (Leakage)	As the school year winds down, one student finds himself starting an unexpected relationship. This video highlights the importance of paying attention to small signals.	45 Minutes Try to view it to make sure
DHS Active Shooter-Youtube 054. Active Shooter Situation: Options for Consideration	Options for Consideration demonstrates possible actions to take if confronted with a active shooter scenario. The instructive video reviews the choices of evacuating, hiding, or, as an option of last resort, challenging the shooter. The video also shows how to assist authorities once law enforcement enters the scene.	8 Minutes