

SUBSTITUTE TRAINING REQUIREMENTS FOR THE 2016-2017 SCHOOL YEAR

RETURNING SUBSTITUTES & NEW HIRE SUBSTITUTES

Bloodborne Pathogens Exposure Prevention
Fire Extinguisher Safety
Hazard Communications (Right to Understand)GHS
Safety Data Sheets (GHS)
Bullying: Recognition & Response
Asbestos Awareness
Active Shooter

Important Information:

- Training must be completed **every year** between July 15th - October 31st **OR** within 60 days of hire date. (This applies to both returning substitutes and newly hired substitutes.)
- New hires/rehires will be able to access the training until 30 days after their hire date. You will have 30 days from time of access to complete the training.
- Training is required to be completed within the above time frame to be eligible for continued employment.
- All training **must be completed online** using the Scenario Learning, LLC website. <http://lee.fl.safeschools.com/login> (No computer? Computers are available at all public libraries, or try a school where you substitute regularly.) It can be accessed from your home computer but works more efficiently if it is a desktop unit. Some ipads or laptops do not have the space required to effectively run the videos.
- The Employee ID# (formerly DID) will be needed to login to the training. Your username is "LC-" + your Employee ID number (ex. LC-123456789).

If you do not know your Employee ID#, please contact Heather Tyndall at 239-461- 8486.

Have Questions? Please contact Susie Peters in the Safety and Security Department (239-337-8590)

Access Safety Training

- **Open:** <http://lee.fl.safeschools.com/login>
- **Enter your username:** Your username is "LC-" + your Employee ID number
(A sample username is: LC-123456789)
- **Click on Sign in**
- **Then click on Log Me in!**

You will not need to submit the Certificates of Completion as they will be updated by the Payroll Department.