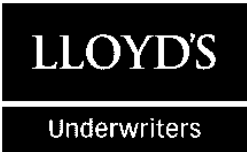




# Brit LMS Trainings



## 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 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)	<b>Completion Requirement: 100% slide view and 100% on Final Quiz</b> <b>Closed Captioning: N/A</b> <b>Tablet-friendly: Yes</b>  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)	<b>Completion Requirement: 100% slide view and 100% on final quiz</b> <b>Closed Captioning: N/A</b> <b>Tablet-friendly: Yes</b>	46 Minutes

Course Title	Course Description	Est. Run Time
	<p>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.</p>	
<p>Americans with Disabilities Act (Schools K-12)</p>	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	<p>46 Minutes</p>
<p>HIPAA Privacy and Security (Supervisor)</p>	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	<p>25 Minutes</p>
<p>SB 1300 (GCN)</p>	<p>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.</p>	<p>20 Minutes</p>
<p>Sensitivity Basics: Creating Positive Working Relationships</p>	<p><b>Completion Requirement: 100% slide view and 100% on Final Quiz</b>  <b>Closed Captioning: Yes</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	<p>22 Minutes</p>
<p>Sexual Harassment and Discrimination - California Employees (SB1343)</p>	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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</p>	<p>61 Minutes</p>

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)	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: No. Text on screen.</b>  <b>Tablet Friendly: Yes</b></p> <p>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).</p>	130 Minutes
Sexual Harassment and Discrimination - Employees	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	31 Minutes
Sexual Harassment and Discrimination - Supervisors	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p> <p>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®.</p>	43 Minutes
Sexual Harassment and Discrimination Higher Ed – Employees	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p>	32 Minutes

Course Title	Course Description	Est. Run Time
	<p>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.</p> <p>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.</p>	
<p>Sexual Harassment and Discrimination Higher Ed – Supervisors</p>	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: No</b></p> <p>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.</p> <p>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®.</p>	<p>45 Minutes</p>
<p>Sexual Harassment and Discrimination K-12 – Employees</p>	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	<p>32 Minutes</p>
<p>Sexual Harassment and Discrimination K-12 – Supervisors</p>	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: No</b></p> <p>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</p>	<p>43 Minutes</p>

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	<p><b>Completion Requirement: 100% on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	26 Minutes
Smart Hiring Part 2: Interviewing and Post-Interviewing	<p><b>Completion Requirement: 100% on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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®.</p>	29 Minutes
TRAC (Teamwork • Respect • Awareness • Communication)	<p><b>Completion Requirements: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	10 Minutes
Wrongful Termination	<p><b>Completion Requirement: 100% on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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™.</p>	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

<b>Course Title</b>	<b>Course Description</b>	<b>Est. Run Time</b>
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**

<b>Course Title</b>	<b>Course Description</b>	<b>Est. Run Time</b>
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)	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Transcript in training</b></p> <p>California Mandated Reporter: General training for California Mandated Reporters as required by AB1432.</p>	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)	<p>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.</p>	21 Minutes
Special Education Liability (ASCIP)	<p><b>Completion Requirement: 70% on quiz</b>  <b>Closed Captioning: Text-on-screen</b></p> <p>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.</p>	25 Minutes
Telephone Etiquette (GCN)	<p>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.</p>	14 Minutes
Very Important Points (VIPS NEO) (ASCIP)	<p><b>Completion Requirement: 70% on quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Text-on-screen</b></p> <p>ASCIP's new employee training program, <b>Very Important Points for Very Important People (VIPs)</b>, 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.</p> <p>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</p>	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)	<p><b>Completion Requirement: 70% on quiz</b>  <b>Closed Captioning: Text-on-screen</b>  <b>Language - Spanish</b></p> <p>ASCIP’s new employee training program, <b>Very Important Points for Very Important People (VIPs)</b>, 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.</p> <p>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.</p>	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)	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	38 Minutes
Diversity (Managers/Supervisors)	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>This module addresses various topics related to diversity in the workplace. Topic areas addressed include defining diversity, diversity's impact on the</p>	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	<p><b>Completion Requirement: 100% slide view and 100% on Final Quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	29 Minutes
Ethics in Action: Supervisors	<p><b>Completion Requirement: 100% slide view and 100% on Final Quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	40 Minutes
FERPA (Family Educational Rights and Privacy Act)	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	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)	<p><b>Completion Requirement: 100% on final quiz (guided 100)</b>  <b>Closed Captioning: N/A (text on screen)</b></p> <p>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).</p> <p>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.</p>	28 Minutes
Family Medical Leave Act (FMLA)	<p><b>Completion Requirement: 100% slide view, knowledge checks, and 70% or higher on final quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	37 Minutes
Interviewing Strategies	<p><b>Completion Requirement: 100% on final quiz.</b>  <b>Closed Captioning: Yes.</b></p> <p>This module discusses various strategies managers and supervisors should use when conducting interviews with applicants. General topic areas</p>	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	<p><b>Completion Requirement: 100% slide view, two knowledge checks, and 70% on quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	30 Minutes
Personnel Files 01: Top 6 Questions About Personnel Files Answered	<p><b>Completion Requirement: 100% slide view, 100% on guided quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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:</p> <p>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?</p>	7 Minutes
Personnel Files 02: How Technology Impairs the Personnel Files	<p><b>Completion Requirement: 100% slide view, 100% on guided quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Transcript in training Notes</b></p> <p>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:</p> <p>Email communications  Documentation, and  Cost and security of electronic file storage</p>	10 Minutes
Personnel Files 03: What Should and Should Not be Included in the Personnel Files	<p><b>Completion Requirement: 100% slide view, 100% on quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Transcript in training Notes</b></p> <p>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.</p>	15 Minutes

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	<p><b>Completion Requirement: Guided knowledge checks and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	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)	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: N/A (text on screen)</b></p> <p>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.</p>	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	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	16 Minutes
Ethics & Boundaries for School Employees (GCN)	<p>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 &amp; 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.</p>	21 Minutes
Five Core Principles of Smart Risk Management	<p><b>Completion Requirement: Guided 100% quiz</b>  <b>Closed Captioning: Text on screen</b></p> <p>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.</p>	15 Minutes
How to Use the Brit Insurance TEAM Platform	<p>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.</p>	31 Minutes
Reasonable Suspicion - Drug and/or Alcohol (GCN)	<p>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 &amp; Drug training requirements as part of the U.S. Department of Transportation 49 CFR Part 382.603.</p>	20 Minutes

Course Title	Course Description	Est. Run Time
Theft and Unsafe Acts	<p><b>Completion Requirement: 100% on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	18 Minutes
Title IX (GCN)	<p>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.</p>	12 Minutes
Workplace Investigations Part 1: Understanding and Preparing for an Investigation	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	20 Minutes
Workplace Investigations Part 2: Conducting and Concluding an Investigation	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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</p>	13 Minutes
Workplace Violence (Employees)	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	28 Minutes
Workplace Violence (GCN)	<p>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.</p>	12 Minutes

Course Title	Course Description	Est. Run Time
Workplace Violence (Managers and Supervisors)	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	35 Minutes
Workplace Violence (Schools K-12) (Managers and Supervisors)	<p><b>Completion Requirement: 100% slide view and 100% on Final Quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	35 Minutes

## Safe Environments

Course Title	Course Description	Est. Run Time
Anti-Bullying for Students (GCN)	<p>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.</p>	9 Minutes
Bullying (GCN)	<p>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.</p>	18 Minutes
Common Fire and Life Safety Hazards-ASCIP	<p>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</p>	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)	<p><b>Completion Requirement(s): 100% slide view</b>  <b>Closed Captioning: No</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	2 Minutes
Sexual Violence and Discrimination - Higher Ed (Employee) - BRIT Insurance	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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).</p> <p>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?</p>	32 Minutes
Sexual Violence and Discrimination - Higher Ed (Student) - BRIT Insurance	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	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

<b>Course Title</b>	<b>Course Description</b>	<b>Est. Run Time</b>
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**

<b>Course Title</b>	<b>Course Description</b>	<b>Est. Run Time</b>
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 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	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Tablet/Mobile Friendly: No</b>  <b>Closed Captioning: Yes (see Notes tab)</b></p> <p>This training will assist school faculty and staff members in increasing their awareness of both bullying and cyberbullying. Topics include signs of</p>	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)	<p><b>Completion Requirement: 100% on final quiz</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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 <b>recognizing</b> child abuse, neglect, and boundary violations; <b>responding</b> to child abuse and neglect; and <b>reporting</b> child abuse, neglect, and boundary violations.</p>	30 Minutes
Preventing Child Sexual Abuse	<p><b>Completion Requirement: Guided 100% quiz, 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	45 Minutes
Student Violence	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	67 Minutes
Student-to-Student Sexual Harassment (Administrators)	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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.</p>	43 Minutes
Student-to-Student Sexual Harassment (Faculty & Staff)	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Closed Captioning: N/A</b>  <b>Tablet-friendly: Yes</b></p> <p>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</p>	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	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	25 Minutes
Technology Safety	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	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	<p><b>Completion Requirement: 100% on final quiz</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p>	33 Minutes

Course Title	Course Description	Est. Run Time
	<p>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 <b>recognizing</b> child abuse, neglect, and boundary violations; <b>responding</b> to child abuse and neglect; and <b>reporting</b> child abuse, neglect, and boundary violations. Content in this module is presented in Spanish.</p>	
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)	<p><b>Completion Requirement: 100% slide view and 100% on final quiz</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	61 Minutes
Sexual Harassment and Discrimination - California Supervisor (AB1825/1661) Spanish	<p><b>Completion Requirement: 100% on final quiz</b>  <b>Closed Captioning: No. Text on screen.</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	128 Minutes
Sexual Harassment and Discrimination - Employees (Spanish)	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b></p>	37 Minutes

Course Title	Course Description	Est. Run Time
	<p><b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	
<p>Sexual Harassment and Discrimination - Supervisor (Spanish)</p>	<p><b>Completion Requirement: 70% or higher on final quiz and 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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®.</p>	<p>50 Minutes</p>

**Student Related Risks**

Course Title	Course Description	Est. Run Time
<p>Domestic and Sexual Violence (GCN)</p>	<p>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.</p>	<p>20 Minutes</p>

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)	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	30 Minutes
Mandated Reporting - A Tool to Prevent SAMM (ASCIP)	<p><b>Completion Requirement: 100% slide view and passing of knowledge checks</b>  <b>Tablet/Mobile Friendly: Yes</b>  <b>Closed Captioning: Yes</b></p> <p>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.</p>	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	<p>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:</p> <ul style="list-style-type: none"> <li>• General Safety Guidelines</li> <li>• Avoiding Distractions</li> <li>• Maintaining a Clean Shop</li> </ul>	35 Minutes

Course Title	Course Description	Est. Run Time
	<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE)</li> <li>• Extension Cords</li> <li>• Powered Equipment Safety</li> <li>• Types of Power Equipment and Safety Practices</li> <li>• Hand Tool Safety</li> <li>• First Aid and Injury Reporting</li> </ul> <p>A comprehensive quiz is included at the conclusion of the module.</p>	
Suicide Prevention (GCN)	<p>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</p>	16 Minutes
Suicide Prevention Video (2 hour) (GCN)	<p>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.</p>	120 Minutes
Teen Dating Violence (GCN)	<p>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</p>	15 Minutes
Transgender and Gender Non-conforming Awareness (GCN)	<p>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</p>	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. <b>DISCLAIMER:</b> 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	<p><b>Completion Requirement: 70% on quiz</b>  <b>Closed Captioning: Yes (See Notes tab in training)</b></p> <p>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.</p>	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 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: Proper Handwashing (CDC) (GCN)	CDC Provided video and reference links for proper handwashing.	3 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	<p><b>Completion Requirement: 100% slide view</b>  <b>Closed Captioning: Yes</b>  <b>Tablet Friendly: Yes</b></p> <p>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.</p>	26 Minutes



Course Title	Course Description	Est. Run Time
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, Ladders, Hand and Power Tools, Emergency Procedures, and Accident/Injury Procedures. A comprehensive 10 question quiz is included at the end of the program.	30 Minutes
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: <a href="http://www.Ready.gov">www.Ready.gov</a> ; 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

Course Title	Course Description	Est. Run Time
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; safety ideas for a variety of power tools; use of personal protective equipment; and general safety rules of hand and power tools.	23 Minutes
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	12 Minutes

Course Title	Course Description	Est. Run Time
	<p>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.</p>	
Heat Illness Prevention - ASCIP	<p><b>Completion Requirement: 100% slide view</b>  <b>Tablet Friendly: Yes</b>  <b>Closed Captioning: No</b></p> <p>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.</p>	15 Minutes
IPM Training for Schools - ASCIP	<p>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.</p> <p>IMPORTANT INSTRUCTIONS: This module has no audio and is "read only." The <i>Next</i> 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 <i>Next</i> arrow will be clickable and will allow you to progress to the next slide.</p>	30 Minutes
Identifying Strain and Exertion Exposures	<p>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.</p>	20 Minutes
Injury and Illness Prevention Plans - ASCIP	<p><b>Completion Requirement: 70% to complete</b>  <b>Closed Captioning: No</b></p> <p>This course is designed to teach the learner:</p> <ol style="list-style-type: none"> <li>1. Who creates and enforces safety rules</li> <li>2. The responsibilities of the district and certain individuals</li> <li>3. The concept of an Injury and Illness Prevention Plan (IIPP)</li> <li>4. How the IIPP is enforced</li> </ol>	10 Minutes

Course Title	Course Description	Est. Run Time
	5. How the IIPP is communicated	
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 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 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

Course Title	Course Description	Est. Run Time
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
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

Course Title	Course Description	Est. Run Time
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		
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	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 10-minute course provides an introduction to breaches and security incidents and how they can affect organizations and individuals.</p>	10 Minutes
DS 102 - Introduction: Employee Mistakes	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 10-minute course explains how employee carelessness can lead to a security incident and advises how to avoid harmful mistakes.</p>	10 Minutes
DS 103 - Introduction: Laws & Regulations	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 8-minute course provides an overview of the federal and state laws that govern data security and protect sensitive information.</p>	8 Minutes
DS 104 - Data Security Basics: Malware	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 12-minute course provides an overview of malware and explains how to prevent a malware infection.</p>	12 Minutes
DS 105 - Data Security Basics: Password Best Practices	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>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.</p>	10 Minutes

Course Title	Course Description	Est. Run Time
DS 106 - Data Security Basics: Public Wi-Fi	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>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.</p>	8 Minutes
DS 107 - Social Engineering: Phishing	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 20-minute course defines phishing and explains how to avoid falling victim to a phishing attack.</p>	20 Minutes
DS 108 - Social Engineering: Ransomware	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 8-minute course describes the growing risk of ransomware and provides best practices to prevent a ransomware attack in your organization.</p>	8 Minutes
DS 109 - Social Engineering: Spear-Phishing	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p>This 10-minute course explains how to protect your organization from highly targeted spear-phishing attacks.</p>	10 Minutes
DS 110 - Safeguarding Information	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p>	20 Minutes



Course Title	Course Description	Est. Run Time
DS 111 - PCI Training Series: Identifying Fraudulent Payment Cards	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p>	10 Minutes
DS 112 - PCI Training Series: Inspecting Credit Card Machines	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p>	8 Minutes
DS 113 - HIPAA: Privacy Basics 1	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p><b>Privacy Basics I Include:</b></p> <ul style="list-style-type: none"> <li>• What is PHI?</li> <li>• Providing Patient Notice</li> <li>• Need to Know Standard</li> <li>• Minimum Necessary Standard</li> <li>• Permitted Uses and Disclosures</li> </ul>	40 Minutes
DS 114 - HIPAA: Privacy Basics 2	<p><b>Completion Requirement: 100% on quiz</b></p> <p>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.</p> <p><b>Privacy Basics 2 Course Continues:</b></p> <ul style="list-style-type: none"> <li>• What is PHI?</li> <li>• Providing Patient Notice</li> <li>• Need to Know Standard</li> <li>• Minimum Necessary Standard</li> <li>• Permitted Uses and Disclosures</li> <li>• HITECH Breach Notification Rule</li> </ul>	40 Minutes