

MEMO

To: All New Haven Certificated and Classified Employees
From: Vicki Ballard, Coordinator, Personnel Services
Subject: **SafeSchools Training**

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As part of state requirements, employees are required to have training in the areas of Child Abuse, Blood borne Pathogens and Sexual Harassment and as part of Assembly Bill 1432, the state now requires all employees to complete the 'Mandated Reporter: Child Abuse' training **annually**.

The training and certification is now available through the internet using a program called SafeSchools.

You will need to complete and pass the Safeschools training courses.
This is a requirement of employment and it is NOT optional.

Thank you for taking the time to complete this very important responsibility.

How to Log On to the Online Training Program:

1. Type this address directly into the browser <http://nhusd.ca.safeschools.com>
** There have been issues with using a phone, iPad, or tablet, so please try to avoid using these types of devices.
2. Enter your username, which follows the following format:
First initial, last name, and last 4 digits of your social security number
EXAMPLE: **yballard1234** Then hit: **Log Me In**
3. Your assigned course(s) will be listed on your SafeSchools home page under "Incomplete Training Assignments."
4. New employees (and volunteers) have additional trainings to complete which **must be completed prior to their start date**.
5. Select any course by clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete **ALL** training scenarios and the assessment to receive completion credit for the course. Personnel does not need a copy of your certification.

New Haven Unified School District

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