

## Training Requirements – Associates

Clear Creek Amana Community School District (CCA) is using AEA, DHS and SafeSchools.com to offer training courses online for your convenience. Within your **first 30 days**, please complete the following trainings and mail or email the completion certificates to Human Resources. Follow these easy steps to complete your CCA safety training requirements through these websites:

In total, there are 15 courses to complete:

### AEA Trainings

Bloodborne Pathogens (Annual)

Right to Know (Annual)

Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103 (every 3 years)

*\*Attached Sheet with login instructions\**

### DHS Trainings

Child Abuse Mandatory Reporter (2-hour course for first certification, then a 1-hour course every 3 years)

Adult Abuse Mandatory Reporter (2-hour course for first certification, then a 1-hour course every 3 years)

*Login Information:*

- Please go to <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>
- For first time users, follow the instructions under the Login to set up an account.
  - If you are a non-licensed staff member, use your Driver's License number when prompted for an ID number.

### Safe Schools Trainings

Safety in the Classroom: Special Education (Upon Hire)

De-Escalation strategies (Upon Hire)

CPR (Upon Hire)

Choking (Upon Hire)

Health Emergencies: Seizures (Upon Hire)

Special Education Associate Handbook (Upon Hire)

Sexual Harassment - Staff to Staff (Annual)

Staff Computer and Internet Acceptable Use Acknowledgment (Annual)

CCA Business Procedures (Annual)

CCA Classified Handbook (Annual)

*Login Information:*

- Please go to the SafeSchools website for CCA: <https://cca-ia.safeschools.com/>
- Enter your Username: First 4 letters of your last name followed by the first 3 letters of your first name.
  - Example: Bruce Wayne → waynbru
- No password is required
- You can search by class title once logged in if they do not show up already in your training plan.