Training Requirements – Cooks

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 8 courses to complete:

AEA Trainings

Bloodborne Pathogens (Annually)
Right to Know (Annually)

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

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.