

SUBSTITUTE TRAINING REQUIREMENTS FOR THE 2011-2012 SCHOOL YEAR

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| RETURNING SUBSTITUTES | <i>Blood Borne Pathogens</i> <i>Fire Extinguisher</i> <i>Bullying Recognition</i> |
| NEW HIRE SUBSTITUTES | All of the above PLUS <i>Asbestos Awareness</i> <i>Hazcom Standard (Right to Know)</i> |

Important Information:

- Training must be completed between August 1, 2011 and October 31, 2011 **OR** within 60 days of hire date. (This applies to both returning substitutes and newly hired substitutes.)
- Training is required to be completed within the above time frame to be eligible for continued employment.
- All training **must be completed online** using the Safe Schools Website. <http://lee.fl.safeschools.com/login> (No computer? Computers are available at all public libraries, or try a school where you substitute regularly.)
- The Employee ID# (formerly DID) will be needed to login to the training. (Find this number on your paycheck stub.)

For questions regarding training assistance, call Sandi Agle at 337- 8555.

For questions regarding Login problems, call Sharon Tassoni at 337- 8591.

If you do not know your Employee ID#, please contact Annette Cruz at 461- 8486.

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