

Clock hours are available for SafeSchools On-line Safety Training

To earn clock hours for SafeSchools on-line training during the **2016-2017 school year:**

- Participants must be an employee of a school district that participates in the SafeSchools on-line training program through the Southwest Washington Workers' Compensation Trust, Southwest Washington Risk Management Insurance Cooperative or Washington Schools Risk Management Pool.
- Contact your principal to find out if SafeSchools on-line training is available for your district. They will be able to provide individual log-in information.
- District-required classes must be completed.
- Other classes can be chosen from the list of available courses.
- A quiz must be successfully completed for each course.
- Complete a **minimum of 3** and a **maximum of 10 hours** of training (1/2 hour increments) **between September 1, 2016 and August 31, 2017.**
- Document course completion by printing a copy of **My Training History** which will include the titles of each class, date completed and length of each course. **Calculate your clock hours by adding the minutes in the time required column and dividing by 60.** Round to the nearest 1/2 hour.
- **Clock hour credit will be reduced if it is determined that actual completion times are significantly less than the stated times.**
- Complete *Program Evaluation* and *In-service Registration* forms. They are available at <http://web3.esd112.org/insurance/safeschools> or by calling Scott La Bar or Milt Villegas at 360-750-7504.
- **The Course number for 2016-2017 is VAF0113.**
- More clock hour registration fee information is available on the back of the *In-service Registration* form.

Clock hour check list:

- Training history with combined training times of at least 3 and up to 10 hours between September 1, 2016 and August 31, 2017.
- Completed *Program Evaluation* and *In-service Registration* forms
- Clock hour registration fees enclosed (unless paid for by your district)
- Send this information through the postal service or district courier to:

Scott La Bar
ESD 112 Insurance Programs
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Vancouver, WA 98661
360-750-7504
scott.labar@esd112.org