



To: All Employees

RE: Public School WORKS

Clermont Northeastern Schools is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new Public School WORKS online training system and can be completed at the convenience of the employees.

Additionally, per ORC 3319.073, as defined in House Bills 276, 1, 19, 116, 543, and 59, all Certified Staff are required to complete four hours of Child Abuse Prevention training within two years of initial hiring and every five years thereafter. Public School WORKS has created the following five modules to aid districts in complying with these regulations:

- Child Abuse Prevention and Human Trafficking
- Depression and Self-Destructive Behavior
- School Violence (including Teen Dating Violence)
- Substance Abuse prevention
- Positive youth development

To begin, employees will need to complete online courses, beginning in the 2016-17 school year. Those employees with a district email address will receive an email notice regarding the training this fall. For convenience, the email will contain an Internet link to start training.

The Public School WORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Login to your Clermont Northeastern email account
2. Open the email from Al Porter with the subject of "Training – New Enrollment"
3. Click on the link "Click here to start your training"
4. Enter your user name (last name, underscore, first initial and password (you'll be prompted to reset your password)
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866- 724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate.** Make any changes needed to your Occupation or Site and then click on the button: "Click here when correct."
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Enter Class."

After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**



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Account Login

Please Read!

User Name: Please enter last name, underscore, first initial (i.e smith_j for john smith)

Password: You will need to reset your password the first time logging in, please click on "click here if you need help." Then enter your school email address. You will then receive an email with a link asking you to reset your password. Please click on the link to reset your password.

User Name

Password

Login

[Click here to reset your password or get help](#)

Browser tabs: Inbox - wilson_a@cneschool... x Your Login Info +

Address bar: <https://www.publicschools.org/LMS/loginInfo.php?dfi=1085&dia=g3dvwg&url=http%3A%2FX> 90%

Search: Search

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Portal - Staff Training

Your Login Info

[Click here](#) if you're not Andrea Wilson



First Name	Andrea
Last Name	Wilson
User Name <small>Optional (you can edit)</small>	wilson_a
Password <small>Optional (you can edit)</small>	••••
Email Address	wilson_a@cneschools.org



PublicSchoolWORKS Portal

90%

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Meet Now

Staff Helpline

Welcome Andrea Wilson

Admin

Logout

EmployeeSafe

StudentWatch

WORKS

Clermont Northeastern Schools



Thursday 11/11/20

<p>Staff Training</p>	<p>Safety Document Library</p>	<p>Staff Accident Management</p>	<p>Hazard & Near-Miss Reporting</p>	<p>Staff Misconduct Reporting</p>
<p>Chemical Safety Hotline</p>	<p>Chemical SDS Binder</p>	<p>Compliance Task Management</p>	<p>Drill Management</p>	<p>Inspection Management</p>
<p>Student Bullying Reporting</p>	<p>Student Safety Reporting</p>	<p>Student Accident Management</p>	<p>Student Behavior Management</p>	<p>Staff Helpline</p>

WORKS Clermont Northeastern Schools

Portal - Staff Training

Your Course List

Ernie Hawrilla

Below are the courses in which you are currently enrolled and have not yet completed.
 Language (Lang) Key: E = English, F = French, S = Spanish

Crs. No.	Course Title	Action	Why Listed	Rated (Min)	Lang	Info
M-026	Bloodborne Pathogens for School Employees (F...	Enter Class	Assigned	30	E,S	Info
M-225	Bullying Prevention	Enter Class	Assigned	45	E,S	Info
C-001	Clermont Northeastern - Coach Certification	Enter Class	Assigned	10	E	Info
M-512	Concussion in Youth Sports - Heads Up	Enter Class	Assigned	25	E	Info
M-013	Fire Safety	Enter Class	Assigned	15	E,S	Info
M-661	First-Aid, Health and Safety	Enter Class	Assigned	120	E	Info
M-600	Fundamentals of Coaching	Enter Class	Assigned	360	E	Info
M-251	Reporting Fraud - Ohio	Enter Class	Assigned	5	E,S	Info
M-659	Sudden Cardiac Arrest - Ohio	Enter Class	Assigned	20	E	Info

- [Help](#)
- [Technical question?](#)
- [1.866.724.6650, Opt 4](#)
- [Content question?](#)
- [1.866.724.6650, Opt 1](#)

[Language](#) ▼

English

[Controls](#)

- [Start Course](#)
- [Leave Class](#)

[Sections](#)

- [/ Main Section](#)
- [Take Test](#)

EmployeeSafe

Bloodborne Pathogens for School Employees

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Course Navigation: If you're viewing this course on a desktop or laptop, use the buttons below to pause and resume the audio (if available), and to go to the next or previous slide. If you're viewing this course on a tablet or phone and don't see arrows, swipe your finger across the screen to move from one slide to the next. On all devices, to move from one course section to another, click on each section in the left-hand navigation bar. When all sections are completed, click "Take Test".

PublicSchoolWORKS

www.publicschoolworks.com/LMS/lmsCourseTakeTest.php?di=1085&dia=c3dvwg&Course_ID=365

90%

Search

Most Visited

https://paymentdetail... MUNIS Online Home

http://www.aescponl... http://www.audfitor.sta... https://ep-onlinehrp...

Post Test
10 Questions

Bloodborne Pathogens for School Employees (Full / Refresher)

Help

Technical question?
1-866.724.6650, Opt 4

Content question?
1-866.724.6650, Opt 1

Controls

Start Course
Leave Class

Question 1

You must wear gloves when you can reasonably anticipate that your hands will come into contact with: (select all that apply)

- A. Blood
- B. Bodily fluids
- C. Mucous membranes
- D. Non-intact skin
- E. Potentially infectious materials

Submit Answer



Bloodborne Pathogens for School Employees (Full / Refresher)

Help

- Technical question? 1.866.724.6650, Opt 4
- Content question? 1.866.724.6650, Opt 1

Controls

- Start Course
- Leave Class

TEST RESULTS	
Score:	90%
Status:	Congratulations, you passed the course!
Certificate:	Click here if you'd like a certificate of completion.
Next Step:	A record of your exam completion has been added to your transcript and you can print a certificate of completion from your transcript anytime. Click on "Leave Class" on the left of your screen.

www.publicschoolworks.com/LMS/generate_certificate.php?di=1085&dia=g3d4ng&id=31020538

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Bloodborne Pathogens for School Employees (Full / Refresher)

Certificate of Completion

This certificate confirms that the above training has been completed by

Your Name

according to the guidelines set forth by

Clemmont Northeastern Schools

Joseph Brandt

DATE: 07-20-17
RATED MIN: 30



