Oaklyn Public School
Mandatory Staff Training 2020-2021 – Global Compliance Network

Purpose: The purpose of the Global Compliance Network (GCN) is to provide all staff training on mandatory topics (as defined by federal and state law) using an online tutorial format. It is the district's responsibility to provide access to the training, but it is your responsibility to complete it.

Monitoring

1. Jen Boulden is the compliance administrator for mandatory training.

2. The completion of these tutorials will be monitored for each employee and updates will be provided to building administrators on a regular basis.

Please Note: Because these tutorials are mandated, your end-of-year evaluation will reflect completion. Additionally, every 3 tutorials completed will equal 1 hour of professional development.

Login Procedure for **New** Users
1. Website: www.gcntraining.com (or just go to GCN on our website www.oaklynschool.org under the staff tab)
2. Once on the homepage, click on the "Login to View Training" button
3. Select "New User"
4. For the Organization ID, insert **38720**
5. Follow the prompts

Login Procedure for **Existing** Users
1. Website: www.gcntraining.com (or just go to GCN on our website www.oaklynschool.org under the staff tab)
2. Once on the homepage, click on the "Login to View Training" button
3. Select "Existing User"
4. For the Organization ID, insert **38720**
5. Enter your personal ID
6. Follow the prompts

Your Responsibility:

1. Staff will complete all the tutorials listed below according to their role in our district.

2. You do not have to print certificates to verify completion of tutorials. Data related to completion is reported regularly through the GCN network.

3. **When should I complete the tutorials?** Time will be provided September 1st, 2nd and/or 3rd to complete these tutorials during the workday; *however, if you complete the tutorials before that time (at night or during the summer months) you'll be able to use the time designated for GCN for classroom setup and planning*!

Other Information:
1. You need to go through each slide from the beginning, you can't skip ahead but you can go back.
2. If you need to stop the tutorial, simply log out; you will be returned to where you left off when you log-in again.
3. Take your time with these tutorials as they contain important information!

REQUIRED GCN TUTORIALS for 2020-2021

The following tutorials are required for **ALL STAFF including administrators, teachers, instructional assistants, district substitutes, all CST members, nurses and administrative assistants:**

Complete the following tutorials by **September 3, 2020**:
1. COVID-19 How to Wear a Mask-3 mins
2. COVID-19 Plan, Preparation & Respond (Educational Institutions) -9 mins
3. COVID-19 Proper Handwashing - 3 mins
4. NJ Anti-Bullying Bill of Rights - 34 mins
5. Bloodborne Pathogens - 20 mins
6. Child Abuse-NJ - 20 mins

Remember:
Time will be provided September 1st, 2nd and/or 3rd to complete these tutorials during the workday; however, if you complete the tutorials before that time (at night or during the summer months) you'll be able to use the time designated for GCN for classroom setup and planning!

Only **district substitutes** and **administrative assistants** are excluded and do **not** have to complete the remaining tutorials**:**

ALL other staff must complete the remaining tutorials by **January 29, 2021**:
7. Asthma - 18 mins
8. Suicide Prevention - 16 mins
9. Alcohol and Drug Awareness for Employees - 12 mins