

LOWER CAPE MAY REGIONAL SCHOOL HIGH SCHOOL

687 ROUTE 9, CAPE MAY, NJ 08204-4697



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To: All Employees

RE: Upcoming Safety Training

The Lower Cape May Regional School District 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 PublicSchoolWORKS online training system and can be completed at the convenience of the employees.

To begin, employees will need to complete online courses, beginning 9/01/2011.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the school principals will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

1. Go to our district website (<http://www.lcmrschooldistrict.com/index.php>).
2. Then click on "Staff Training."
3. Then click on "Safety Training Online."
4. Enter your user name and password following the directions shown on the login screen.
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 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.**