Required Training Courses

ALL EMPLOYEES new to Saddleback Valley Unified School District must complete a series of required training courses. **prior to being hired.**

Course 1: **Bloodborne Pathogen Exposure Prevention** (21 minutes) This is required training pursuant to CCR Title 8, Section 5193, for all employees who are reasonably anticipated to be exposed to blood or other materials. In an abundance of caution, all SVUSD employees must complete this training

Course 2: ***Cal/OSHA COVID-19 Protection Plan Training Supplement** (9 minutes)

Course 3: ***Cal/OSHA COVID-19 Protection Plan Training** (24 minutes)

Course 4: **Mandated Reporter: Child Abuse & Neglect** (49 minutes) This training is required on an annual basis per Penal Code Section 11165.7.

Course 5: **Sexual Harassment Prevention for Non-Managers** (60 minutes) SB1343

***From Robert Craven, Assistant Superintendent, Facilities, Operations & Technology, regarding the COVID training:** This required training contains a wide variety of mitigation measures which may be utilized to limit the spread of COVID-19. Not all the mitigation measures outlined in the training are currently required by the California Department of Public Health, but are included as they may be utilized again in the future. As the school year begins on August 16, 2021, masks will be required for everyone indoors on K12 campuses, regardless of vaccine status, when children are present. Vaccinated employees who've completed the self attestation may remove masks indoors when no students are present or expected to be present in the room. Physical distancing is not required at this time due to the other mitigation measure put in place. As the guidelines and protocols may change this year, we'll be sure to communicate any updates rapidly.

To self-register and complete the training, please follow these steps:

Step 1: Open web browser click or copy and paste the link in your browser:
https://saddlebackvusd-keenan.safeschools.com/register/d5f47ab5

Step 2: Enter your Username as *LAST NAME+FIRST INITIAL (All CAPS)* (e.g., Name: Jane Smith; Username: SMITHJ)
Note: If your username is already in use, add the second letter of your first name (e.g., SMITHJA)

Step 3: Enter your First Name and Last Name

Step 4: Enter a password and confirm your password

Step 5: Click on the green "Register" button   [Register ✔]

Step 6: A message will appear: *"Congratulations! You have been registered as SMITHJ."*

Step 7: Click on the blue "Continue" button   [Continue →]

Step 8: Your Keenan SafeSchools page will show the mandatory training icons. After you click on a course title, you will need to accept the *Disclaimer*.   The courses have audio, so be sure to turn on your computer speakers. You must complete each course in its entirety, as well as pass the quiz, in order to receive credit.

Upon completion of each course, **print the course certificates** or screen shot and email the course certificates. Please return the printed certificates with your hiring paperwork to the Human Resources Department.

For technical problems, contact Vector at Support@SafeSchools.com and 1-800-434-0154 Ext. 3. Office hours M-F 6am-2pm.

Troubleshooting Tips For Required Training

The Vector Training Platform is a web-based program that is accessible with an Internet connection 24 hours a day, 7 days a week. The Platform is compatible with all recent versions of Google Chrome, Mozilla Firefox, Internet Explorer, Explorer, Safari, iOS, and Android. Despite our optimal accessibility, occasionally users may experience difficulty loading their training. These issues are typically device-specific and can be resolved using the troubleshooting tips below. Feel free to share these tips with any users in your organization.

If you are accessing training from a computer:

1. Restart your browser. Note: On a Mac you'll need to fully quit the browser.
2. Make sure you are using a recent version of Google Chrome, Mozilla Firefox, Internet Explorer, or Safari. If you have any pending updates, they may need to be completed to move forward with training.
3. Clear your browser's cache, which is typically located under your browser's history settings.
4. It is possible that device-specific browser extensions and/or pop-up blockers may be interfering with your training. Try accessing the training from another browser to rule out this possibility.

If you are accessing training from a mobile device:
Our system is compatible with many mobile devices; however, some users may have personal configurations that prevent certain courses from loading. Additionally, some custom and policy courses are best displayed on a computer. If you are experiencing difficulty loading our training on a personal device, try accessing the courses through a laptop or desktop computer.