

MANDATORY REPORTER AND BLOOD BORNE PATHOGENS TRAINING INFO

Blood Borne Pathogens training is required for all staff prior to the beginning of school in August. Return a copy of your certificate of completion to the Business Office. There is no cost for Blood Borne Pathogens training nor is the time to complete the training paid. This training takes about 15-30 minutes to complete.

Mandatory Reporter training is required for Certified Staff at licensure renewal time or every five years. This training costs \$25 and can be paid (1) online with a personal credit card and the certificate will be available to print immediately or (2) by check via mail with the certificate available to print in approximately two weeks. Those completing this training are encouraged to return a copy of the certificate of completion to the Business Office for placement in the professional file. This training is timed and each section has a minimum amount of time to complete with the full training scheduled for about an hour.

Mandatory Reporter training for non-licensed staff or as an annual refresher is a new option also available at no cost. This cannot be used for licensure renewal, however, and it is not required for other staff at this time. Those completing the non-licensure renewal Mandatory Reporter training are encouraged to return a copy of the certificate of completion to the Business Office. This is a new training therefore the time required is not known.

These trainings are available on the AEA Professional Development website. All current staff members should have an email to log in and password. **If you do not know your email and/or password, try “Forget your password?” to retrieve your password. AS A LAST RESORT – If you don’t know what email was used to register your account, please email Carol or Wendi for your log in information and it will be emailed back to you at the earliest convenience.**

Go to: training.aeapdonline.org/login.php

To register in the system (first time user):

1. Click **REGISTER HERE**.
2. Complete the information and WRITE DOWN YOUR EMAIL AND PASSWORD.
3. Select PRAIRIE LAKES as the AEA, SOUTH CENTRAL CALHOUN as district and district password “titans” (use this whenever a district password is required)
4. Click **SUBMIT**.

To access the training system:

1. Go to the training system home page at training.aeapdonline.org/login.php
2. Enter your email and password and click the **LOG IN** button.
3. You may need to update your personal info – if you have a BOEE folder number, it must be entered; if you do not have a BOEE folder number, click the “N/A” box

To edit personal information:

1. Click on your name along top right.
2. Select PRAIRIE LAKES as the AEA, SOUTH CENTRAL CALHOUN as district and district

password “titans” (use this whenever a district password is required)

3. Click **UPDATE STUDENT INFO**.
4. You may need to update your personal info – if you have a BOEE folder number, it must be entered; if you do not have a BOEE folder number, click the “N/A” box

To register for a course:

1. Previous courses taken may appear on your dashboard when logged in or click on **CATALOG**.
2. Click **REGISTER**.
3. Click **CONTINUE**.
This will take you to the first page of the course. The navigation arrows, to advance the page forward or back, are located next to the page number towards the top of the page.

To print a certificate:

1. Print your certificate when course is completed or email Carol or Wendi to print it for your file.

If these instructions do not work and you are having extreme difficulties, please email ccollins@scc.k12.ia.us or wgeno@scc.k12.ia.us with questions.