

Good Afternoon AVC Employees,

As you may be aware, there is a variety of employee compliance training that needs to be completed periodically. This year, the training will be provided via the Keenan Safe Schools Learning Management System. Please check your email for online training information from Keenan Safe Schools. If you do not receive the email, Keenan Safe Schools Training can be accessed by visiting <https://avc-keenan.safecolleges.com/login> and entering your AVC email address.

Some of you may already be familiar with the Keenan Safe Schools system and how to navigate through these online training sessions. If not, rest assured it is very intuitive and simple. Below we have included some frequently asked questions to provide additional information.

Thank you in advance for helping to ensure that we comply with mandatory training requirements while keying into professional development opportunities.

### **Employee Compliance Training - Frequently Asked Questions**

Q: Who will the email about online training come from?

A: Please check your email for online training information from Keenan Safe Schools.

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Q: When will I get the email?

A: You should receive the email from Keenan Safe Schools regarding your training no later than end of day on Monday, May 18. As always, you may want to check your spam folder.

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Q: What if I do not receive the email?

A: If you do not receive the email, Keenan Safe Schools Training can be accessed by visiting <https://avc-keenan.safecolleges.com/login> and entering your AVC email address. You also can email [info@avc.edu](mailto:info@avc.edu) for assistance.

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Q: When is the training due?

A: All mandatory training needs to be completed by June 30, 2020.

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Q: How do I do the training?

A: The email from Keenan will contain a link to the training, your personal login information which is your email address and the name of the training(s) assigned.

Simply follow the directions on the email to access the assigned training(s). If you use the link provided above to access the training, the instructions will be visible once you sign in with your AVC email address.

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Q: What training do I have to complete?

A: The following trainings have been assigned to each employee account, please note those that are **mandatory** for all employees:

- **MANDATORY:** Sexual Harassment: Policy and Prevention\* (California AB1825 Full) (includes AVC BP/AP attachments) – 120 minutes / Sexual Harassment for Non-Managers (includes AVC BP/AP attachments) – 60 minutes
- **MANDATORY:** Mandated Reporter Child Abuse and Neglect– 30 minutes
- Common Illness Prevention – 13 minutes
- Injury and Illness Prevention Program (IIPP) Written Program (Policy) – 10 minutes
- Injury and Illness Prevention Program\* (IIPP) (Supervisor) – 20 minutes / Injury and Illness Prevention Program (IIPP) (Non-Management) –15 minutes
- Safety Data Sheets – 19 minutes
- Implicit Bias and Microaggression – 21 minutes
- General Ethics in the Workplace – 17 minutes

*\*This course has both a management and employee version, the proper course will be automatically assigned to you based on your current role at the college.*

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Q: Are the trainings ADA compliant?

A: Yes, the trainings are ADA compliant and are delivered in written and video format.

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Q: Do I have to provide a certificate of completion?

A: You do not need to provide proof of completion for the mandatory courses. Human Resources will receive reports of this information. You can elect to print the course certificate of completion for your own purposes or if your supervisor requests the certificate.

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Q: Should I use a specific internet browser?

A: The preferred browsers are Firefox and Google.

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Q: What if I need to pause the training for some reason?

A: These courses are formatted into small modules that allow for completion in portions with minimal disruption. If you need to stop the training at any point, when you log back into the system and re-access the training you were in, you will be brought back to the last completed module in order to resume. Ideally, completing the current module in progress is best practice for completing courses in segments.

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Q: What if I have problems accessing the training?

A: Should you encounter any difficulties with accessing or navigating any of the learning management platforms, feel free to reach out to the contacts provided within the emails you receive or email [info@avc.edu](mailto:info@avc.edu).

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Q: Are there other courses I can take?

A: There are a number of other beneficial informational modules in Keenan Safe Schools that are searchable and can be self-assigned. Vast opportunities for professional development can be accessed at: <https://visionresourcecenter.cccco.edu/>. Simply enter the District name (AVC) into the drop down menu and enter your AVC email address to access the resources within this site. Resources appear in a format that is similar to Lynda.com, courses are searchable and can be self-assigned.

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Q: I have completed the same training for another school. Can I send my certificate to you instead of completing the training at AVC?

A: No. All training will need to be completed through our system, as the system will track all employee's progress, completion and the compliance with specifically assigned training.

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Q: How often do employees have to take the mandatory training courses at AVC?

A: Employees should take the sexual harassment training every two years.