

PUBLIC SCHOOL WORKS MANDATED ANNUAL TRAININGS

Based on state regulations and school district policies, there are mandated annual trainings (annual is defined as July 1st through June 30th) that all employees are required to complete each year. Some trainings must be completed every year, while others are assigned on a rotating basis in compliance with state regulations and district policies. The trainings are available through the PublicSchoolWORKS (PSW) online training system and can be completed at the convenience of the employees.

Employees will be receiving an email from PSW to their school district email with the link and log in information to begin the assigned trainings.

Once you login, 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. 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."

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.

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 may retake the test until you obtain a passing grade. *Your failures will not be shown on your transcript.*

All webinar trainings must be completed by their due dates – 11/30, 2/28 and 5/31. Please note, new staff members will receive an additional set of trainings which will need to be completed as soon as possible. New staff are also expected to complete the yearly mandated annual trainings by their due dates.

PSW will track employee training and automatically notify those who haven't completed the courses. In addition, HR and Supervisors will be sent a report that will show those employees who have not completed the training.