

MEMO

TO: All Capital Region BOCES Employees
FROM: Carol J. Bohuslavsky, BOCES Safety Specialist
DATE: July 12, 2017
RE: Online Hazcom and BBP Training

NOTE: YOU MUST COMPLETE THE “ONLINE HAZCOM COMPLETION FORM” – WHICH IS THE LAST STEP IN THE TRAINING FOLDER(S). IF YOU DON’T FILL OUT AND SUBMIT THIS FORM, YOU WILL NOT BE NOTED IN THE SYSTEM AS HAVING COMPLETED THE TRAINING.

Please read this document to the end. It is recommended that you print it out as well.

Any Capital Region BOCES employee who works in any of the following positions must take the Bloodborne Pathogens (BBP) Training each year:

Custodians

Nurses, Assistants to Nurses, and Substitute Nurses

Teacher, TA, Therapist, and Social Worker in Special Education

Substitutes assigned to a BOCES Special Ed Classroom or Building

Teacher, TA required to work in a clinical setting as part of their BOCES position

All employees should first complete the Hazcom training. Then – if you are in one of the covered categories noted above – you must register for and complete the BBP training, using the same instructions as for Hazcom. You must “join” each course and enter the access code for each course.

- Note: The Access Code for your 2017-2018 **Hazcom** training is **WJF2X-N6F3X**

The Access Code for your 2017-2018 **Bloodborne Pathogens** Training is **JVPHN-ZGK5J**

Please write down or copy and plan to paste these codes, so you have them available when prompted to enter.

Sign-in/Log-in

Go to [Schoology’s web site](#).

If you are a **NEW** user, click on the “**Sign-Up**” box at the top right of the screen.

- Click on **Student**
- Enter the course Access Code
- Complete the Sign Up for Schoology form and click “**Register**”

- You will see a message “You have successfully joined the course”.
- Click on “**Courses**” at the top of the screen. The title of the course will appear. Click “**Join**” at the bottom of the box.
- Enter the access code again where prompted and click on “**Join**”
- The folder will appear.
- Open the folder by double-clicking on the title. You must go through each item in sequential order.
- See “**Course Instructions**” below.

If you are an **EXISTING/RETURNING** user, click on the “**Log In**” button at the top right corner of the screen.

- Enter your login credentials
- Click on “**Courses**” on the screen that appears.
- Click ‘**Join**’
- Enter course Access Code and click “**Join**”

Course Instructions

- Click on the first item – the presentation – to open it.
- When the presentation appears, either “Download” (click on the downward arrow on the gray bar at the top of the slides) or click the arrows to go to the next slide in order to view the presentation.
- If you downloaded the presentation to view, click on the red “X” at the top right of the screen to exit after viewing, then click “Next”.
- Click “Next” at the top right when you are done with each item.
- You must view all slides in both the Hazcom and the Bloodborne Pathogens (if you are in one of the covered categories listed above) presentations.
- You must take the quiz – and score at least 80%. When taking the quiz, click on “Start New Attempt” when the screen appears. After filling in your answers, click on “Review Answers”. Once you review and want to submit, click on “Submit: at the bottom of the screen.
- Complete each course element in order, clicking “**Next**”, when you are finished with each item. When you complete the Online Hazcom Completion Form, you are done. If you don’t perform this last step, you will not be noted as having completed the course.
- You will then see a message indicating that you have completed the course.

FYI: New users to Schoology can create an account with OR without an e-mail address! If you opt not to use an email address, you would create a username – which can be anything - and password when joining for the first time. Once you logout, you would be able to log back in by entering the same username and password you created. You will also be prompted to enter your zip code. At this point, you would need to enter 12205 and select Northeastern RIC from the dropdown that appears.

Other items in the folder...

1. **Consent/Declination Form (in BBP Training Folder only)**

Signing the Consent Form indicates that you want the vaccine and signing the Declination Form indicates that you do not want the vaccine.

If you have been vaccinated and you are completing the Declination Form, you do not have to provide the dates upon which you previously obtained the vaccine, unless you happen to know them off-hand.

Send your completed form to Jean Holst, Secretary at the Human Resources Department at Central Administration as instructed on the form.

IF YOU DO NOT WANT THE VACCINE AND YOU HAVE PREVIOUSLY COMPLETED A DECLINATION FORM FOR BOCES, YOU DO NOT HAVE TO COMPLETE ANOTHER ONE.

2. Proof of Training (POT) Form (in both Hazcom and BBP Training Folders)

You may print this out for your records if you choose.

You DO NOT have to submit a POT Form to anyone at Capital Region BOCES for any reason. If you complete the training, you are automatically recorded as having done so.

Exposure Control Plan (in BBP Training Folder only)

You may view this plan if you would like to. There is no requirement to view it.

TIPS:

- This training will work best on Windows PCs (computers, laptops, tablets), Macs, and Chromebooks.
- You should be able to use most web browsers successfully with this training (Chrome, Firefox, Internet Explorer, etc.)
- If you experience difficulties with the training, you may e-mail Carol Bohuslavsky at carol.bohuslavsky@neric.org

TROUBLESHOOTING & QUESTIONS:

- **Question: What if I inadvertently register for Schoology as an *instructor* rather than a *student*?**
- You have two choices, you will need to delete your instructor Schoology account associated with the e-mail address and create a new account with that e-mail address. A video is available [here](#) that explains how to delete your account.
- Your other option is to register for a new student account using a different email address.
- Click [here](#) for a helpful blog here that answers questions about Schoology.