

Required Compliance Training

Gainesville City School System (GCSS) utilizes training modules available on the Compliance Director website to provide state-mandated training for school system employees. This training is provided to all new employees, volunteers, mentors, interns, and contractors. Also, this training is required annually at the beginning of the school year for employees only.

The following training modules are required based on your employment classification:

Employees		
<p>CERTIFIED/LICENSED EDUCATOR</p> <p><i>Includes Teachers, Substitute Teachers, Administrators, Certified Central Office Staff, and Paraprofessionals.</i></p> <ul style="list-style-type: none"> • Code of Ethics • Sexual Misconduct Reporting • Mandated Reporting • Bloodborne Pathogens • Copyright for Schools • Suicide Awareness and Prevention • McKinney-Vento • Parental Rights (SPED staff) • FERPA • Human Sex Trafficking • Playground Supervision (new PK – 5 teachers ONLY http://monkeysee.com/playground-safety-proper-supervision/) • Bullying • Safety Plan • Restraint and Seclusion • Employee Handbook • Active Shooter - https://training.fema.gov/is/courseoverview.aspx?code=IS-907 	<p>NON-CERTIFIED STAFF</p> <p><i>Includes Central Office Staff and School staff.</i></p> <ul style="list-style-type: none"> • Code of Ethics • Sexual Misconduct Reporting • Mandated Reporting • Bloodborne Pathogens • Copyright for Schools • Suicide Awareness and Prevention • McKinney-Vento • FERPA • Human Sex Trafficking • Bullying • Safety Plan • Restraint and Seclusion • Employee Handbook • Active Shooter - https://training.fema.gov/is/courseoverview.aspx?code=IS-907 	<p>*ALL OTHER STAFF</p> <p><i>Includes Maintenance, Custodial, and Transportation and School Nutrition staff.</i></p> <ul style="list-style-type: none"> • Mandated Reporting • Bloodborne Pathogens • Suicide Awareness and Prevention • FERPA • Human Sex Trafficking • Bullying • Safety Plan • Restraint and Seclusion • Employee Handbook • Active Shooter - https://training.fema.gov/is/courseoverview.aspx?code=IS-907
Non Employees		
<p>VOLUNTEER/MENTOR/INTERNS</p> <p><i>Includes Classroom Volunteers, Student Interns, Overnight Field Trips, Mentors, Lay Coaches, and Other Volunteer Situations.</i></p> <ul style="list-style-type: none"> • Mandated Reporting • Bloodborne Pathogens • Bullying • Sexual Misconduct Reporting • Suicide Awareness and Prevention • Active Shooter - https://training.fema.gov/is/courseoverview.aspx?code=IS-907 		<p>CONTRACTED PROFESSIONAL</p> <p><i>Includes contractors that work directly with students (e.g. SLPs, etc)</i></p> <ul style="list-style-type: none"> • Mandated Reporting • Bloodborne Pathogens • Suicide Awareness and Prevention • Bullying • Sexual Misconduct

ANNUAL COMPLIANCE

Instructions for Login

1. Visit the Compliance Director website at www.compliancedirector.org
2. Click on “Georgia” on the left side menu

The screenshot shows the homepage of ComplianceDirector.org. At the top, there is a navigation bar with links for HOME, ABOUT, TRAINING, and CONTACTS. On the left, a blue sidebar titled 'CURRENT MEMBERS BY STATE' lists various states, with 'Georgia' highlighted by a red circle. The main content area features a section for 'Online Training & Legal Training Mandates' with a sub-header and a paragraph of text. Below this, there is a section for 'Standard Modules' listing various topics like Sexual Misconduct, Code of Ethics, and Bloodborne Pathogens. Another section titled 'Navigating ComplianceDirector' provides instructions on how to use the training modules. At the bottom, there is a section for 'Interested in this product?' with contact information for Dr. Pam Lohrpatrick.

3. Click on the module you have been requested to take.
4. Enter the username and password that is assigned to all employees below:
5. Username: **Gainesville City** Password: **eschool**
6. Complete the training and assessment requested. (Modules are usually about 20 minutes long.)

When you have successfully completed a module, it will ask you to select your system’s name and then login again. This last username and password will allow you to successfully register, thus creating a legal record that you have taken the training. You will also have the option to enter your email address to receive a confirmation email.

Frequently Asked Questions (FAQs)

1. **I noticed I’m asked to enter the username and password twice. Can I just skip the second entry?** No. Each module requires the username and password to be entered two times, once to access the module, and later (toward the end of the module) to allow you to enter completion information.
2. **I entered my name incorrectly. Can I go back and change it?** No, the system will not allow you to change data that has been submitted. Double check the completion data you enter prior to submitting.
3. **I’m trying to login but it says invalid username or password. What should I do?** Close the web browser and enter the following link directly in the url: <https://www.compliancedirector.org/index.php> . If username and password is saved from previous log in, delete and type username directly.

Support

Principals and Supervisors who need to verify staff training records are able to do so in the Compliance Director Admin website. Principals/Supervisors will receive login information from the Human Resources Department. For questions or comments regarding the Required Annual Training, please contact the Human Resources Department.