

MANDORARY TRAINING REQUIREMENTS

In conjunction with the Howard County Public Schools, we are requiring all employees to complete on-line training addressing school-related safety issues.

You will have 30 days starting from your first day at school to complete the training modules.

Failure to complete within the allotted time, may result in voluntary termination of employment due to failure of fulfilling job requirements.

Follow the directions on the back side of this sheet to sign-in and complete this training requirement. Upon completion of each individual module, print or download the "CERTIFICATE OF COMPLETION" found on the home page. Fax each certificate to our office at 410-777-8657 or email to: rtencher@gmail.com. **IMPORTANT NOTICE:** Do not fax or email your certificates with your weekly timesheets. Please send separately.

Once your Certificate of Completion for all 3 modules are received you will be paid 1 1/2 hours for your training time. Please do not add this time to your weekly timesheet. You will be paid upon receipt of your certificates.

If you do not have access to a computer/printer, please make the necessary arrangements with your school administrator to complete this requirement. All questions regarding this training requirement should be directed to our offices at 410-313-9181.