

## Mandatory Training- Lincoln County School District #2

**The website is [www.gcntraining.com](http://www.gcntraining.com). The organization id is lincoln2. You create your own password.**

COLUMN A		COLUMN B		COLUMN C		COLUMN D		COLUMN E	
ALL staff (including substitutes)	Time allowed	ALL staff with the exception of cooks, custodians and maintenance (includes substitute teachers and aides)	Time allowed	Bus Drivers (includes substitute bus drivers)	Time allowed	Custodians/Maintenance (includes substitute custodians)	Time allowed	Food Service (includes substitute cooks)	Time allowed
Bloodborne Pathogens	20	Everything in column A <b>AND</b>		Everything in column A <b>AND</b>	60	Everything in column A <b>AND</b>	60	Everything in column A <b>AND</b>	60
Discrimination	18	Effective Supervision	5	Fire Extinguishers	21	Asbestos	20	Civil Rights for Child Nutrition Professionals	14
Sexual Harassment	22			TOTAL	81	Cleaning Chemicals	14	TOTAL	74
TOTAL	60					Ladder Safety	13		
						Slip and Fall Prevention	11		
						TOTAL	118		

Lincoln County School District #2 requires all employees to receive annual training on Bloodborne Pathogens, Discrimination and Sexual Harassment. There are additional required trainings for some employee classifications. Please review and complete all trainings required for your area. This training is done online and can be accessed from any computer with an Internet connection. Employees must log in and complete the tutorials individually, no group trainings will be permitted.

The website is [www.gcntraining.com](http://www.gcntraining.com). When you access the site click on “log-in to view training”. You will need to enter the organization id which is lincoln2. If this is the first time you have accessed these tutorials you will create your own personal id. If you have previously completed these tutorials you will use the login that you have already created. Please do not create a new account if you have previously set one up. It is important for you to complete each training module in its entirety. Once the tutorial is complete the system automatically logs that you have completed. Another option is to print off a certificate of completion. If you do not complete the entire tutorial you will not receive credit.

If you do not have access to an Internet connection or a computer, please contact Amanda at 885-7136 and a computer will be made available to you at the District Office. Those who are certified teachers or certified substitutes will receive 1.5 hours of recertification credit after the trainings are complete. You will not receive additional hours for completing more than the required trainings.

Hourly employees may claim up to the total amount allowed for their employee classification. Please enter the allowed amount of time on your timesheet and label it GCN. Verification that training was done on non-work time may be required if payment is requested.