

# 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:

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

# ANNUAL COMPLIANCE DIRECTOR

## Instructions for Login



## Compliancedirector.org Log-in Instructions

Step 1: Type [gainesvillecity.compliancedirector.org](https://gainesvillecity.compliancedirector.org) into your browser.

Step 2: Click on the “Register” button in the top right corner.

Step 3: Enter the information requested on the registration page. Your **work email address will become your username. You will create your own password.** You should remember your username and password. If you forget your password, you should click the Forgot Password link.

The Gainesville City Keyword is **School**. \*\*\* This keyword is case sensitive\*\*\*

Step 4: Once you are in your Dashboard, the modules are listed on the right. Click on the module you’d like to complete and **work your way through the module.** NOTE: Handbook, Bullying, Seclusion and Restraint, and Safety Modules are now located within the Policy and Procedures Sign Off Custom Module.

**Input your personal information** at the end of the module and **click “submit.”** You will then find yourself back in your Dashboard, where you will see the modules you have completed on the left side of the page. Select the next module you wish to complete on the right side of the page and follow the same process until you have completed all the required modules.

**To log out of your Dashboard,** click on your name at the top of the page and click on “logout.”

**Important:** Once you begin a module, you must complete it in order to create your record of completion for that module. You cannot start, stop, and go back into the module where you left off at another time. You can log in and out of your Dashboard as often as you’d like to take new modules and to see or **print** a list of the modules you have completed.

**\*\*\*\* You only need to register the first time you log into ComplianceDirector.org. After you have registered your account in the program, you will input your username and password to log-in thereafter.**

Additionally, you will review the Active Shooter training module located at <https://training.fema.gov/is/courseoverview.aspx?code=IS-907>. **Please print the certificate and give to your supervisor to file in your personnel file. For those of you who completed this module last year, you will review and print the certificate that had the original completion date. Please sign and date it with this year's date.**