

## Training Requirements – Secretaries/Non-Licensed Admin

Clear Creek Amana Community School District (CCA) is using AEA, DHS and SafeSchools.com to offer training courses online for your convenience. Within your **first 30 days**, please complete the following trainings and mail or email the completion certificates to Human Resources. Follow these easy steps to complete your CCA safety training requirements through these websites:

In total, there are 7 courses to complete:

### AEA Trainings

Bloodborne Pathogens (Annually)  
Right to Know (Annually)

*\*Attached Sheet with login instructions\**

### DHS Trainings

Child Abuse Mandatory Reporter (2-hour course for first certification, then a 1-hour course every 3 years)  
Adult Abuse Mandatory Reporter (2-hour course for first certification, then a 1-hour course every 3 years)

#### *Login Information:*

- Please go to <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>
- For first time users, follow the instructions under the Login to set up an account.
  - If you are a non-licensed staff member, use your Driver's License number when prompted for an ID number.

### Safe Schools Trainings

CCA Business Procedures (Annual - Newly updated)  
Sexual Harassment - Staff to Staff (Upon Hire)  
Social Media Policy (Upon Hire)

#### *Login Information:*

- Please go to the SafeSchools website for CCA: <https://cca-ia.safeschools.com/>
- Enter your Username: First 4 letters of your last name followed by the first 3 letters of your first name.
  - Example: Bruce Wayne → waynbru
- No password is required
- You can search by class title once logged in if they do not show up already in your training plan.