

2011-2012 Anchorage School District Required and Mandatory Trainings

Enroll in these trainings if they are not in your 'Approved and in Progress' in MLP to ensure credit. Submit this form along with a copy of your MLP Portfolio to your supervisor at your first evaluation conference. Gray trainings are input by TPD for schools. ALL trainings should be "**Marked Complete**" in MLP upon completion. Other trainings may be assigned as necessary by the School District and/or Department Supervisor. **At this time some Mandatory Trainings not on ASDTube and may be replaced with face-to-face training.**

Date	Training Topic	Offered by
ALL STAFF		
	ASD New Employee Orientation - Ethics/Emergency Preparedness/EEO/District Connection/Internet Safety	ASD Staff - For All New Employees Sign up on MLP
	ASD Safety Orientation - <i>ASDTube</i>	Online - Reported on MLP - New Employees
	Access to Employee Exposure and Medical Records - <i>ASDTube</i>	Online - Reported on MLP - New Employees
	Walkways and Working Surfaces (<i>Slips, Trips, and Falls</i>) - <i>ASDTube</i>	Online - Reported on MLP - Annual
	Incident Reporting and Record Keeping - <i>ASDTube</i>	Online - Reported on MLP - One Time
	Hazardous Communications (Haz-Com)/Safety in the Workplace <i>ASDTube</i>	Online - Reported on MLP - New Employees
	Blood Borne Pathogens - All First Aid/CPR Trained Staff, BPO's, and Lead Custodians - <i>ASDTube</i>	Online - Reported on MLP – Annual Select Employees – See Description
	Infectious Diseases <i>ASDTube, or ASD Risk Management Website</i>	Your Supervisor or Online - Reported on MLP - Annual
	Ethics at the Anchorage School District - <i>ASDTube</i>	Online - Reported on MLP - Annual
	Child Find & Section 504 (school based personnel) - <i>ASDTube</i>	Online - Reported on MLP - Annual
	EEO: Non-Discrimination Series: <i>Non-discrimination, Sexual Harassment, Adult Student Boundaries, ADA, and Others- ASDTube & Face-to-face</i>	Online & Face-to-Face Reported on MLP - Annual - Series
	Child Abuse Recognition & Reporting (school based personnel)	Your Supervisor - Reported on MLP - Annual
	Emergency Action Plan Training/School Safety (school based personnel)	Your Supervisor - Reported on MLP - Annual
	FERPA (Family Educational Rights and Privacy Act) Training (<i>In development</i>)	Online - Certificated Staff - Annual
	Evaluation Process	Online and Your Supervisor - Annual
	Automatic Defibrillator/CPR/First Aid (Totem school-based AA's are mandatory, others are optional - Contact Health Services for more info)	Health Services - Classes Listed in MLP
	Concussion Training – All ASD Athletic Coaches (CDC Website or face-to-face)	Online - Reported on MLP - Annual
CERTIFICATED STAFF		
	HQT - Highly Qualified Teacher Form(s)	Online - Form is on MLP
	NHQ (Not Highly Qualified Plan) - Principal Conference	Accountability - Teacher & Principal
	Fetal Alcohol Spectrum Disorder (FASD) - <i>ASDTube</i>	Online - Reported on MLP - New Employees
	SEL (Social Emotional Learning): Drug / Alcohol / Violence Prevention	Face-to-Face - Reported on MLP - New Employees
	Section 504 - <i>ASDTube</i> (Stand-alone)	Online - Annual
	Laboratory Safety (Science Lab Teachers)	Science Curriculum/Flinn scientific Online
	Personal Protective Equipment (Art, Science, Career Tech Teachers)	Online - Annual - Risk Management
	Storage/Handling of Compressed Gas (Art, Career Tech Teachers)	Online - Annual - Risk Management
SPECIAL EDUCATION TEACHERS & STAFF		
	Special Education Public Accountability - IEP Content and IEP Program Navigation - Statewide Assessments for Students with Disabilities - WJIII / Eligibility Assessments (New ECE Teachers) - Providing Personal Care for Students	Online - DEED Special Ed. IT Dept. - <i>User Name & Password</i> Special Ed. Dept. Special Ed. Dept. School Special Ed. Dept. Chair/School Nurse

I acknowledge that I have completed the above mandatory/district required trainings on the dates I have indicated. I understand the trainings are not official until I **Mark Complete** in MyLearningPlan. All Mandatory Trainings should be Marked Complete by 8/31/2011.

Name: _____ Date: _____

Signature: _____