



Tutorials Available

403(b) - est. time: 11 min

On July 26, 2007, the Internal Revenue Service released the final 403(b) regulations for public school employee retirement plans. This regulation requires school districts that sponsor a 403(b) plan to offer all employees the opportunity to set aside money on a tax-deferred basis for retirement using a payroll deduction process. Developed by Carleen Pierce of Canandaigua City School District in partnership with OMNI, this tutorial will help school employees understand the basic regulations which the school district imposes for participants in these programs. More specifically, you will learn about the Universal Availability Requirement, what a 403(b) plan is, the benefits of participating, who is eligible to participate, and what the contribution limits are.

A Guide for Substitute Teachers - est. time: 17 min

This tutorial provides Substitute Teachers with tips, advice, and best practices as they embark upon their substitute assignments. More specifically, substitutes will learn about preparation techniques, the responsibilities of substitute teaching, instructional delivery methods, classroom management, "tools" for a substitute, professionalism and confidentiality, dress codes, attitudes and general tips from other teachers and substitutes.

ADAAA - est. time: 18 min

On September 25th, 2008, the Americans with Disabilities Act Amendment Act, otherwise known as the ADA Amendment Act was signed into law and becomes effective on January 1st, 2009. The statute both expands the definition of "disability" and broadens employee protections. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the new Americans with Disabilities Act Amendment Act and your obligations as an employer.

ADHD - est. time: 25 min

Written by Melinda McGuffin, Director of Special Education at Leyden High School District 212, this tutorial provides the latest information for Attention Deficit Hyperactivity Disorder or ADHD. More specifically, the objectives for the tutorial include: ADHD statistics and facts; what ADHD is; diagnosing ADHD; identification of the three subtypes of ADHD; treatment of ADHD including behavioral, pharmacological, and multimodal methods; managing teenagers as opposed to children; and what successful school programs include

AED - est. time: 14 min

The American Red Cross reports approximately 250,000 Americans died last year of sudden cardiac arrest (heart attack), with nearly one death every two minutes. Individuals in cardiac arrest have historically depended on the assistance of a trained emergency medical technician or a triage unit for care, but may have lost their battle for life due to the critical minutes lost in waiting for help. Many of these deaths could have been prevented had an automatic external defibrillator been available at the time of the emergency. Developed by Michael Livovich, in this tutorial, you will learn about AED's, the signs of cardiac arrest and when to use an AED, and how to use an AED.

Affirmative Action - est. time: 20 min

Since 1961, affirmative action has been both praised and criticized as an answer to racial inequality. The term "affirmative action" was first introduced by President Kennedy in 1961 as a method of redressing discrimination that had persisted in spite of constitutional guarantees. In 1964, President Johnson addressed and enforced the issue. He stated: "This is the next and more profound stage of the battle for civil rights. We seek... not just equality as a right and a theory, but equality as a fact and as a result." Focusing in particular on education and jobs, affirmative action policies required that active measures be taken to ensure that blacks and other minorities enjoyed the same opportunities for promotions, salary increases, career advancement, school admissions,

scholarships, and financial aid that had been the nearly exclusive province of whites. Affirmative action is intended to promote equal opportunity. From the outset, affirmative action was envisioned as a temporary remedy that would end once there was a "level playing field" for all Americans. It continues in 2012. In this tutorial, the following objectives will be addressed: Affirmative Action Defined; Federal Affirmative Action Requirements; Affirmative Action Plans; Requirements for Federal Contractors; And recommendations for Schools.

Affirmative Action -- NJ - est. time: 24 min

AIDS/HIV Awareness - est. time: 11 min

Young people in the United States are at persistent risk for HIV infection. This risk is especially notable for youth of minority races and ethnicities. Continual HIV prevention outreach and education efforts, including programs on abstinence and on delaying the initiation of sex, are required as new generations replace the generations that benefited from earlier prevention strategies. In this tutorial, you will learn about the Nature of HIV/AIDS, Acquiring HIV, Non-infectious Fluids, Misconceptions Regarding How HIV is Spread, Symptoms of HIV, Symptoms of AIDS, Detecting HIV and AIDS, Prevention of Transmission, Getting Tested for HIV Infection, Why HIV Testing Is Important for Adolescents, and Counseling and Referral. All information in this tutorial comes from the Centers for Disease Control and Prevention or CDC

Alcohol and Drug Awareness for Employees - est. time: 12 min

Drug and alcohol use negatively affects every member in the work place increasing the risk of illness, injury or fatality and decreasing productivity, morale, and attendance. With over 70% of substance users employed at least part-time, your chances of dealing with drug and alcohol related issues are high. This tutorial for Employees will define substance abuse, provide statistics, help identify signs of use, and discuss prevention measures.

Alcohol and Drug Awareness for Supervisors - est. time: 22 min

The chances of employees abusing alcohol or using illicit drugs are great. Employee substance abuse has a tremendous impact on an organization's productivity and profitability. This tutorial will identify statistics involving drugs and alcohol, provide a strategy for combating substance abuse, identify signs of abuse, and provide a plan for addressing the problem through employee discipline.

Allergy Management/Food Allergies - est. time: 21 min

The incidence of allergies in children has increased significantly in the last two decades. School districts can reduce the risk of exposure to allergens by working with students, parents, and physicians to minimize risks and provide a safe educational environment for students with allergies. Written by Deanna Culberson, a school nurse at Utica Community Schools, updated by Michael Livovich, and reviewed by Carolyn Danielson LPN, this tutorial will review what an allergy is; causes of allergies; common allergens; allergic reactions; symptoms of allergies; Medications for allergies; Section 504 of the Rehabilitation Act of 1973 eligibility; allergy management plans; treatment and administration of medications; Epi Pens; training requirements; and preventing exposure to allergens.

Anaphylaxis and Anaphylactic Shock - est. time: 16 min

Between 1% and 15% of the population of the United States are considered "at risk" for having severe, life threatening allergic reactions to allergens. The incidences of these severe reactions requiring hospital treatment appear to be increasing, with the most severe resulting in approximately 1,500 deaths per year in the U.S. As the number of children with allergies also increases, schools need to be prepared to recognize and address even the most severe allergic reactions. Written by Michael Livovich, by the completion of this tutorial, participants will understand these objectives: Anaphylaxis and Anaphylactic Shock; The Causes of Anaphylaxis and Anaphylactic Shock; The Symptoms of Anaphylaxis and Anaphylactic Shock; Treatment for Anaphylaxis and Anaphylactic Shock; and Management of Anaphylaxis in Schools.

Anti-Bullying Bill of Rights -- NJ - est. time: 34 min

In response to an increasing awareness of the harmful effects of harassment, intimidation, and bullying (HIB), the New Jersey Legislature enacted a comprehensive response mechanism designed to completely eliminate HIB in our public schools and promote a healthy respect for all individuals. Written by Carl Tanksley, Jr. from Parker McCay, this tutorial describes the Act.

Asbestos Awareness - est. time: 20 min

Concern about worker and occupant exposure to asbestos fibers has been a health, environmental and regulatory issue for many years. Inhaling asbestos fibers is a health concern, which can lead to lung cancer, asbestosis and mesothelioma. Develop by Villa Environmental, this tutorial provides an individual with little or no asbestos experience the ability to make reasonable decisions as to whether the situation is safe and who to contact to assure there is little or no asbestos exposure. **DISCLAIMER:** Not all states accept online Asbestos Awareness training. Please check with your supervisor and/or State OSHA or related asbestos regulatory department regarding whether they accept asbestos awareness training online.

Asthma - est. time: 18 min

Asthma is a major public health problem. Nearly five million children have asthma. It affects at least two students in every classroom of 30. It is the most common chronic illness cause of school absenteeism. This tutorial's goal is to support student management of asthma in the classroom through teacher education.

Autism - est. time: 23 min

The Individuals with Disabilities Education Act has mandated that school aged children from ages 3 to 21 receive a "free and appropriate education in the least restrictive environment." This has resulted in a large percentage of students with autism, Asperger syndrome, non-verbal learning disorder, and pervasive developmental disorder being included in regular public schools and classrooms. The main objective for this tutorial is to support school security personnel in maintaining a safe and secure learning environment in schools where students with autism spectrum disorders are among the learners.

Back Safety - est. time: 14 min

More than one million workers suffer back injuries each year. Back injuries account for one of every five workplace injuries or illnesses. According to the Bureau of Labor Statistics, approximately 25 percent of all compensation indemnity claims involve back injuries, costing employers billions of dollars. Written by Villa Environmental, this tutorial teaches proper techniques and procedures for back safety.

Back Safety - Spanish - est. time: 12 min**Behavioral Interventions for Students with Disabilities** - est. time: 15 min

Behavior intervention plans outline strategies and tactics for dealing with the problem behavior along with the role that educators must play in improving student learning and behavior. Many students respond positively to classroom behavior management strategies, such as classroom rules; many others, however, may require specially designed interventions to address the relationship between learning and behavior. Educators are increasingly placed in a position to develop specialized interventions, yet developing a plan that appropriately and effectively addresses the relationship between student learning and the problem behavior is very difficult and complex. Unfortunately, states are left to develop their own interpretations of what should be in a Behavioral Intervention Plan (BIP), resulting in a variety of ways to address very complex behaviors. As a result, students are often under-served or they continue to be excluded from peers through long-term expulsion or suspensions. Furthermore, the behavior of some students is so challenging that students and staff have been harmed either by the student or by employing techniques that have no oversight. Consequently, some states, such as Illinois, Massachusetts, and New York, have specifically defined what a school district must do to comply with the spirit of IDEIA's intention and have promoted and passed laws that further protect individuals with disabilities by clearly stating what is required to effectively provide a free and appropriate public education for students with challenging behaviors. Written by Michael Livovich, this tutorial will use Illinois Behavioral Interventions Act (105-ILCS 5/14-8.05) as an example for other states.

Bloodborne Pathogens - est. time: 20 min

This tutorial provides basic awareness level training for the Occupational Exposure to Bloodborne Pathogens Standard. This standard requires employers to train employees who are a reasonable risk of exposure to blood and other infectious material. The training must be completed at the time of initial assignment and annually thereafter. The Employer Exposure Control Plan as well as workplace and job duty specific requirements are the responsibility of the employer.

Bloodborne Pathogens Spanish - est. time: 20 min

Bullying - est. time: 18 min

Written by Mhora Newsom-Stewart, Ph.D., the Director of Collaborative Evaluation and Strategic Change in Health and Education at the EDUCATION CONNECTION, this tutorial advocates the establishment of good school climate in reducing aggressive behaviors. Objectives for the tutorial include defining bullying, describing the impact bullying has on the aggressor, the target and the by-stander, understanding the increasing frequency of school shootings, identifying the characteristics shared by all school shooters, and how to develop a positive school climate.

Child Abuse - est. time: 14 min

Child abuse has long-term effects on children and the rest of society. Each person in the general population has a role to play in preventing child abuse. The first step in helping abused children is learning to recognize the signs of child abuse. In this tutorial, you will learn about the four types of abuse including their definitions and their signs; how to respond to a child's disclosure; how to report the suspected abuse; and about the confidentiality of the report.

Child Abuse NJ - est. time: 15 min**Chronic Health Conditions** - est. time: 18 min

Chronic health conditions pose serious implications for schools as the associated special needs of school-age children and their employees are identified. However, schools have responsibilities under federal laws to provide access to its facilities, programs, and its activities for those eligible individuals with chronic health conditions (including children and adults). Written by Michael Livovich, this tutorial will discuss the following topics relative to chronic health conditions: Prevalence of chronic health conditions; Chronic health conditions broadly defined; Examples of chronic health conditions; Children with chronic health conditions; Chronic health conditions and eligibility under IDEIA, Section 504, and the ADA; Health management for children and schools; Obtaining services for K-12 students with chronic health conditions; Responsibilities of parents of children with chronic health conditions; Post high school students with chronic health conditions; Instructional strategies for individuals with chronic health conditions; Adults with chronic health conditions.

Civil Rights - est. time: 15 min

Civil rights are personal rights guaranteed and protected by the U.S. Constitution and federal laws enacted by Congress, such as the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Some Civil Rights include: freedom of speech, the right to vote, due process of law, equal protection of the laws, and protection from unlawful discrimination. The Office for Civil Rights (OCR) is a civil rights office within U.S. Departments, such as State, Justice, Labor, Health and Human Services, Homeland Security, and Education, to name a few. Its function is to enforce civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age, sex, and religion. Written by Michael Livovich, the purpose of this tutorial is to discuss the function of the Office for Civil Rights under the U.S. Department of Education. The participant of this tutorial will understand: The Office for Civil Rights (OCR); Regulations enforced and areas of discrimination under the attention of OCR; Addressing concerns of discrimination; and School Response to Complaints

Classroom Management -- Elementary - est. time: 16 min

Classroom management is often the most challenging aspect of being an elementary school teacher. Your students will need to learn appropriate classroom behavior and form positive habits that will last them throughout their school years. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.

Classroom Management -- High School - est. time: 14 min

Whether you are a new or veteran high school teacher, effective classroom management is the single most valuable tool to a successful and productive school year. Creating and promoting a stable classroom environment takes practice, patience, and determination. This tutorial will address the importance of effective classroom management and provide tips for success.

Classroom Management -- Middle - est. time: 15 min

Classroom management is often the most challenging aspect of being a middle school teacher. In addition to teaching new classroom procedures, you will continuously re-enforce ones taught in previous years. Your students will be transitioning from childhood to early adolescence at different

rates and will experience a multitude of changes. While many students will still strive to please, others will challenge the rules in order to assert independence. Management plans often depend on the individual students and should be implemented accordingly. This tutorial will address the importance of effective classroom management and provide tips for success.

Coaches Tutorial - est. time: 24 min

The bond between a coach and a student-athlete can be a very profound one. Many of today's student-athletes have less family support than in previous eras. Coaches today are now role models for their student-athletes. Their influence over his or her athletes may exceed the intensity that exists within the classroom. Because of this, coaches must be professional in the way that they teach and behave. Like any profession, coaching has its highs and lows, but if you are prepared, it can be mostly highs. You can be a successful coach without capturing a championship. Successful coaching is about much more than winning games. Successful coaches help athletes master new skills, enjoy competing with others, and feel good about themselves. Successful coaches not only teach sporting skills, they also teach and model the skills needed for successful living in our society. In this tutorial you will learn the following objectives: Expectations, Responsibilities, Duties, Obligation to Supervise, Health and Safety Issues, Liabilities, Code of Ethics, and Coaching Rules to Live by.

Computer Use Policies - est. time: 13 min

Vast educational value may be acquired through proper usage of the internet and other computerized information resources. Along with the enormous value that the internet provides, the risk of abuse is always present. In this tutorial, users will learn about appropriate vs. inappropriate usage of computerized information resources in the workplace specifically as they relate to educational institutions.

Concussions in Schools: Prevention, Control and Treatment - est. time: 28 min

A mild brain injury, often called a concussion, is the most common brain injury, especially in athletics. The Centers for Disease Control and Prevention estimate that there are over 300,000 concussions in the United States each year. Although the majority of concussions have no lingering effects, some concussions result in persistent long-term and even devastating disabilities. Parents, teachers, school nurses and coaches see children and youth with concussions every day. Every concussion is a brain injury and, as such, needs evaluation, adaptations in routine and time to heal. Written by Michael Livovich, in this tutorial, you will understand the definition of a concussion, including signs and symptoms; responses to suspected head injuries; suggested/mandated responsibilities of schools regarding developing procedures and training of staff regarding brain injuries; and appropriate support strategies for schools for the education of students with brain injuries.

Confidentiality - est. time: 14 min

Educational leaders today are required by IDEA and Section 504 to provide access to a free appropriate public education for students, as well as programs, activities, and services for adults. At the same time, however, they are also responsible for providing due diligence to protect the privacy of their students and employees within the guidelines of these federal laws. To provide appropriate educational services, a school environment involves certified and classified staff, volunteers, and administrators. From the moment they enter the school grounds, they may visually observe students and their behaviors, view student records and reports, be privy to home or health conditions of students, or participate in or overhear discussions regarding student performance or behaviors. What is important, however, is what is done with this information. Written by Michael Livovich, in this tutorial, you will learn the right to privacy of students and school employees is protected by federal law;

Confined Space - est. time: 25 min

This tutorial will assist in understanding and identifying a confined space. This tutorial can be used by facility and operations managers, as well as maintenance personnel and others who are responsible for maintaining commercial, industrial, governmental and school buildings along with their operations. Using this tutorial along with possible assistance from an outside expert, an individual should be able to make reasonable decisions as to whether the work space or equipment is safe to enter and work on, and to: assure there is no concern with regard to chemical exposure, engulfment, explosion, lack of oxygen or potential to get stuck as a result of being a confined space. In this tutorial, you will learn the definition of a confined space, understand the potential hazards, determine if you are entering a confined space, identify when a permit is needed

in a space, learn the duties of a supervisor/attendant of a confined space, learn how to test and monitor.

Copyright pt1 Provisions - est. time: 11 min

These tutorials enable instructors and students to understand and adhere to copyright laws and regulations. Reviewed for accuracy and completeness by Ken Salomon from Dow, Lohnes and Albertson, the tutorial will be continually updated to reflect any amendments to the Copyright Act. Content includes basic copyright purposes and provisions, fair use guidelines, the educational use exemption, licensing, infringement penalties, and voluntary guidelines.

Copyright pt2 Licensing - est. time: 5 min

Copyright pt3 Infringement - est. time: 7 min

Copyright pt4 Fair Use - est. time: 8 min

Copyright pt5 Exemptions - est. time: 11 min

Copyright pt6 Guidelines - est. time: 12 min

Corporal Punishment - est. time: 23 min

Corporal punishment was once an accepted and common form of administering discipline to students who acted out, disobeyed school rules, or did not follow teacher directives. Teachers and administrators in years past acted immediately after the offense, and the child was returned to the classroom to await even stricter punishment when they got home. Physical forms of punishment were more common from the 1950s through 1970s, but the attitudes of parents and some educators changed with the introduction of alternatives to corporal punishment or the use of negative consequences. Behaviorists who determined that aversive consequences were cruel and unusual punishment subsequently researched other means of gaining the desired behaviors without using painful methods. Written by Michael Livovich, in this tutorial, the following objectives will be addressed: Definition of corporal punishment; Use of corporal punishment; The case for and against corporal punishment; General state prohibitions for schools; Protection of employees and students; Recommendations for all school districts; and Positive Behavioral Instructional Supports (PBIS).

Cyber Bullying - est. time: 18 min

Thousands of children are assaulted physically, verbally, or emotionally each day of school throughout the United States. "The National Education Association estimates that 160,000 students miss school every day because of fear of attack or intimidation by a bully". However, with the advancements of today's technology and the availability of this technology to our young children, a new and more devastating form of bullying called cyber bullying is emerging as an advanced method of inflicting social cruelty to its victims in a way that surpasses conventional bullying methods. Written by Nathan Kleefisch from the Tri-Creek School Corporation, in this tutorial, you will learn about the general characteristics of cyber bullying; about the definition of cyber bullying; to identify the roles of the bully, victim and the bystanders relative to cyber bullying; and to identify ways in which schools and adults can reduce school violence and cyber bullying.

Cyber Bullying Webinar - est. time: 4 min

This video, developed by Employee Services, Inc. provides general information regarding cyber-bullying and its consequences.

Defensive Driving - est. time: 10 min

As a responsible driver, you have to be ready for anything. In this tutorial written by Mark Niewoonder of the Van Buren ISD, you will learn several tips to safely and defensively drive a motor vehicle.

Diabetes Awareness - est. time: 20 min

Diabetes is the most prevalent chronic disease among children and adolescents. Studies have estimated that diabetes affects approximately 1 in 400 school-age children and with increasing trends of childhood obesity, this number is continually rising. As a teacher, you will likely have the responsibility of caring for the safety and education of a child afflicted with diabetes. Written by Brittany Gage, GCN's Research & Writer, you will learn the following objectives in this tutorial: What is Diabetes, Types of Diabetes, Symptoms, Health Risks, How is Diabetes Managed, Low Blood

Glucose, High Blood Glucose, Elements of Diabetes Management, Who is Responsible, Diabetes Medical Management Plan (DMMP), Education Plan, Diabetes and the Law, And emphasizing nutrition and exercise.

Diabetes Awareness Level II - est. time: 21 min

Students with Diabetes face special challenges in school, so it is important that staff be informed as to procedures, symptoms of concerns, and care of a child with diabetes. A previous GCN tutorial discussed the three main types of diabetes, their symptoms, and the basic information school staff needs to know about the care of a student with diabetes. Although federal law does not specifically mention Diabetes, some states have identified additional requirements beyond responsibilities of identification and delivery of appropriate services (Level I Training). These states require extra measures of personnel development, documentation, and care. Written by Michael Livovich, this tutorial details those requirements.

Discrimination - est. time: 18 min

Issues related to discrimination in employment are varied. Anyone in a position of authority over another employee (whether direct or indirect) needs to be aware of the many ways discrimination may occur, whether it is intentional or, and more likely, unintentional. This tutorial will review the definition of discrimination; protected classifications and how they became protected; policies of non-discrimination and the rights of employees to make a claim; handling a claim of discrimination; and supervisory responsibilities.

Diversity for Employees - est. time: 14 min

This training program involves the actions of the employee as opposed to the supervisor. Everyday, each person makes the decision on how he or she communicates with co-workers, administrator, students, business people, etc. This tutorial will address diversity from a global perspective and discuss the impact culture has on the work place.

Diversity for Supervisors - est. time: 14 min

The demographics of America's population have significantly changed. Minority populations continue to grow. And there are more employees with physical and mental disabilities in the work place. This diverse population is the pool of future employees, supervisors, students, teachers, etc. The labor pool is also expected to diminish with the upcoming retirement of baby boomers. It is expected that their will not be enough individuals to fill the open jobs. In this tutorial developed by Toni Talbot of Human Resource Management Services, you will learn what diversity is and why it is important; learn how to make diversity part of your organization's culture via policy, practice and training; learn that diversity is more about respect and appreciation of others rather than differences; and you will learn that it takes time, determination and planning to instill diversity but that the gain is worth the effort.

Domestic and Sexual Violence - est. time: 20 min

Children and/or young adults suffer violence by adults, partners, and other students in their lives. They bring special issues to school officials and require special care, protection, and compassion. Students experience many of the same traumas adults experience, but the loss of trust for an adult or someone close to them and the pain of the loss of innocence or wounds can be especially difficult to understand and manage. Schools need to be especially sensitive to the signs of violence and abuse and need to be on the first line of protecting the students they serve. Developed by Michael Livovich, in this tutorial you will learn the three types of domestic and sexual violence; characteristics of abusers and the abused; warning signs of abuse; local procedures on the part of the school system and the staff member; and state remedies afforded to individuals who are abused.

Effective Communication - est. time: 12 min

There are many ways to effectively communicate and even more situations that require varied communication styles. Communicating is something that everyone must do, it happens all the time, and can either result in great success or severe consequence. Written by Jared Koesten of the KOHR Group, you will learn the following objectives: communicating with differing motivators, styles and methods; communicating for positive interactions; communicating Effectively; and understanding conflict styles.

Ethics & Boundaries for School Employees - est. time: 21 min

A majority of adults working in America's public schools are devoted to the safety, well-being, and

education of the children who attend those schools. Yet, reports of teachers, coaches, and other school staff members abusing students in kindergarten through high school abound. Oftentimes, this inappropriate conduct is sexual in nature. While certain individuals are predators who seek employment in schools to surround themselves with potential victims, other school staff unexpectedly find themselves in a 'love' or 'lust' situation with a student. This is often the result of poor choices and/or a lack of training regarding the dangers of certain behaviors by the school employee. Written by Maureen Lemon, attorney with Ottosen Britz Kelly Cooper & Gilbert, Ltd., this tutorial trains school employees about appropriate professional boundaries with students and about actions to take or not take to successfully maintain those boundaries.

Ethics & Boundaries for School Employees Spanish - est. time: 21 min

FERPA - est. time: 15 min

This tutorial educates all educational staff about confidentiality regarding student records as mandated by FERPA (Family Education Rights and Privacy Act) and State Special Education rules and regulations. Upon completion of this tutorial, staff will gain a knowledge of the law and policies; an understanding of their responsibilities; and an understanding of how to protect a family's right to privacy.

Fire Extinguisher - est. time: 21 min

How to Properly Use a Fire Extinguisher: OSHA mandates that if a workplace has fire extinguishers available for employee use, the employer must notify their workers about the general principles of fire extinguisher use. This tutorial reviews the types of fires, types of fire extinguishers, the rules for fighting fires, fire extinguisher use, fire extinguisher inspection, and fire extinguisher maintenance.

First Aid in Schools - est. time: 26 min

Being familiar with first aid procedures can significantly reduce the risk of death or serious injury. First Aid has three major goals: To preserve life, prevent further harm, and promote recovery. This tutorial will illustrate your role in achieving these goals and providing safety in the classroom.

FLSA - est. time: 18 min

The Fair Labor Standards Act of 1938, as amended, also known as FLSA is the federal law establishing minimum wage, overtime pay, recordkeeping, and youth employment standards. These standards impact more than 100 million workers in both the public and private sectors. The FLSA is intended to set basic wage and hour standards to protect the best interest of the American workforce. Written by Jared Koesten of the KOHR Group Human Capital Consulting, this tutorial will instruct you about the four areas FLSA oversees; exemptions; the Fair Minimum Wage Act of 2007; overtime pay; recordkeeping; Youth Employment; employment practices; FLSA administration and Enforcement; what employers must do for Compliance; and Penalties.

FMLA - est. time: 29 min

Written by Daniel R. Murphy of McLocklin, Murphy & Dishman LLP, this tutorial reviews the three conditions required for employee eligibility for benefits under the Act. Condition 1: The employee must have worked for the district for at least 12 calendar months. Condition 2: The employee must have actually worked at least 1,250 hours during the most recent 12 months. Condition 3: The employee must work at a worksite with at least 50 employees within 75 miles of the worksite. Several examples are also provided.

Food Safety - est. time: 22 min

Foodborne illness affects millions of persons each year and costs billions of dollars due to loss of consumers, negative publicity, loss of reputation, legal fees, and lost days from work due to illness. The number one way to avoid allegations of food borne illness is to have a comprehensive food safety program with management commitment and well-trained employees. Developed by Diane Schweitzer of the School City of Hammond, this tutorial will show you how you can accomplish such a successful food safety program.

Forklift Safety - est. time: 21 min

It is a violation of Federal law for anyone under 18 years of age to operate a forklift or for anyone 18 or over who is not properly trained and certified to do so. Developed in partnership with Enviroair, this tutorial describes the rules and responsibilities required for correct forklift safety.

Fraud Prevention - est. time: 21 min

Fraud and theft costs school districts, colleges and universities millions of dollars every year, dollars that can be used for the direct benefit of educating students. Written by Diane Schweitzer of the School City of Hammond, in this tutorial, you will learn: The definition of fraud; Who commits fraud; Legal and social implications of fraud; Why people commit fraud; What motivates employees to commit fraud; What conditions present the opportunity to commit fraud; How administrators may unwittingly allow fraud to occur; About risky environments for fraud; Items typically targeted for fraud; What raises auditor red flags for fraud; How educational administrators can be more vigilant about fraud; And about internal control measures to prevent fraud.

Gang Awareness - est. time: 13 min

Gang membership is up to one million (according to 2009 law enforcement reports) with forty-percent of members under eighteen years old. Under the right circumstances, even the most mild-mannered student can become involved in gang activity. This tutorial will discuss how to identify, manage, and prevent gang activity.

General Harassment - est. time: 16 min

Employees now have a reasonable expectation that they will be treated respectfully and professionally by their co-workers, vendors, and especially their boss. Essentially, employees know that they will not be harassed on the basis of their gender, age, race, religion, national origin, or other protected classification. In this tutorial, you will learn about the concept of harassment, employers' responsibilities, employees' responsibilities, potential consequences for violations, and taking personal responsibility.

Hand Washing - est. time: 8 min

Hand washing is a simple habit most people do without thinking. Yet hand washing, when done properly, is one of the best ways to avoid getting sick and can significantly reduce the spread of infectious diseases. This tutorial will discuss the dangers of not washing your hands; diseases commonly spread through hand contact; food related illnesses; when you should wash your hands; what to wash hands with; proper hand washing with soap and water; and proper use of an alcohol-based hand sanitizer.

Handtool Safety - est. time: 23 min

The use of hand and power tools is such a common part of our workday that it is difficult to remember that they may pose hazards. These tools are manufactured with safety in mind, but tragically, serious accidents can occur before the user takes the necessary steps to search out, avoid, or hopefully eliminate tool-related hazards. In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of hand and power tools and the safety precautions necessary to prevent those hazards. Developed by Villa Environmental, in this tutorial, you will learn the common ways hand tools are misused; employee and employer responsibilities; hand tool and power precautions; use of power tool safety guards; utilize safety switches and other built in power tool features; understand and avoid power tool dangers; general power tool practices; safety ideas for a variety of power tools; use of personal protective equipment; and general safety rules of hand and power tools.

Hazard Communications - est. time: 29 min

This tutorial provides the minimum legal compliance required for the Hazard Communications Standard. According to this standard, every employee has the right to know about any operation in his or her work area when hazardous chemicals are present. The training must be completed at the time of initial assignment and whenever a new chemical is introduced into the employee's work area.

Hazard Communications Spanish - est. time: 13 min

Head Lice - est. time: 24 min

Head lice infestations are very common, with an estimated 6 to 12 million people in the United States being infested annually. Anyone having close contact with an infested person, or the contaminated clothing or personal belongings of someone infested, is at risk of contracting head lice. There are more cases of head lice infestation among school-age children than there are of all other communicable diseases combined, except for the common cold. Children, ages 3-10, and their families are infested most often, probably due to their increased physical contact with each other and the sharing of hair-related objects (i.e., combs, brushes, hair pins, etc.). Adult females have a higher incidence of head lice compared to males most likely because they have more

physical contact with young children. Written by Michael Livovich, you will learn the following objectives: Description of Head Lice; The Developmental Stages of Head Lice; The Spread of Head Lice; Symptoms of Head Lice Infestation; Treatment, Prevention and Control of Head Lice in the Home and School; and Implications for School Leaders.

Hearing Protection - est. time: 25 min

It is reported by National Institute for Occupational Safety and Health (NIOSH) that one of the most common occupational hazards found in the workplace is hearing loss. NIOSH also states that about 10 million workers nationwide incur permanent hearing loss, while nearly 30 million of us are exposed to dangerous levels in our day to day occupations. Written by Villa Environmental, in this tutorial, you will learn: The effects of noise on hearing; Recognition of dangerous sound levels; The effects of long term exposure; About hearing protection (their purpose, types and use); The purpose of audiometric testing and how it works; And your right to see noise measurement records and hearing test results.

Heat-Related Illness - est. time: 23 min

Heat-related illnesses and deaths are preventable yet many people fall prey to extreme heat. Excessive heat exposure has caused over 8,000 deaths in the United States since 1979. During this period, more people in this country died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined. People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves by sweating. Under some conditions, however, sweating just isn't enough, and a person's body temperature can rise too rapidly. Very high body temperatures may damage the brain or other vital organs. The participant of this tutorial (written by Michael Livovich) will gain an understanding of: Definition of extreme heat; Heat-related illnesses; Prevention of heat-related illness; and Resources available for further study.

HIPAA - est. time: 25 min

On April 14, 2003, the "Privacy Rule" of the federal Health Insurance Portability and Accountability Act of 1996 or "HIPAA" came into effect. This regulatory scheme for the first time provides nationally applicable privacy standards regarding personal health information. This tutorial provides an overview of the Privacy Rule as it applies to employers outside of the healthcare industry.

Homeless Students - est. time: 24 min

In the United States, 2.3 to 3.5 million people experience homelessness each year. Of these numbers, somewhere in between 900,000 and 1.4 million will be children. In the school year 2008-2009, the estimated number of homeless children attending public schools in the United States exceeded one million. At least 20% of homeless children nationally do not attend school. In this tutorial, you will learn about the educational rights of homeless children and youth.

Identity Theft - est. time: 16 min

Identity theft is an increasingly common crime in which a criminal obtains a victim's Personal Identifying Information (PII) with the intent of committing fraud or other crimes. With the advent of each new technology, the possibilities for identity theft is constantly evolving so that more and more people are being affected and need protection, whether it is from the federal or state governments or through protective services. The Federal government and many state governments have enacted identity protection legislation. Being aware of how to protect personal and professional information and being alert to a breach in that protection are the most important ways for individuals to eliminate potential risks of losing their identity to another individual. It is proactive for municipalities, including schools, to plan ahead so all information (professional and personal) is safe. Written by Michael Livovich, in this tutorial, you will learn about Identity Theft in General, Federal Statutes Protecting Identity, How a Person's Identity is Stolen, and What Can Be Done to Prevent Theft or What Can Be Done in the Case of Suspected or Known Theft

Internet Safety - est. time: 31 min

Technology is rapidly advancing and the Internet has become a daily part of our lives. Since children have grown up with a greater familiarity with this technology, they usually are more comfortable in exploring and using the Internet than many adults. Even so, children are more oblivious to possible dangers that they may encounter on the Internet. Although most schools provide boundaries and supervision for student access to the Internet, there are still concerns introduced by new and innovative technology. Continual updating and implementation of Internet policies and guidelines are critical to protect staff and students from falling prey to Internet

predators while at school. Written by Michael Livovich, in this tutorial, you will learn: Definitions of common internet terms; Awareness of Internet dangers; A perspective on students and adults today; Internet resources for school and home; and Recommendations for internet safety for school leaders and parents.

Interviewing Skills - est. time: 23 min

Developed in partnership with Hiring Solutions, Inc., this tutorial describes the three basic steps to the interview process (pre-interview preparation, the interview itself, and the post-interview follow-up), reviews lawful and unlawful questions that can be asked during an interview, and provides sample job related questions.

Ladder Safety - est. time: 13 min

Under the provisions of the OSHA standard, employers must provide a training program for each employee using ladders. The program must enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Written by Villa Environmental, this tutorial will review training requirements, general requirements, key requirements for fixed ladders, ladder safety devices and related support systems for fixed ladders, use and placement of all ladders, ladder safety when using a ladder and structural defect procedures.

Ladder Safety - Spanish - est. time: 13 min

Under the provisions of the OSHA standard, employers must provide a training program for each employee using ladders. The program must enable each employee to recognize hazards related to ladders and to use proper procedures to minimize these hazards. Written by Villa Environmental, this tutorial will review training requirements, general requirements, key requirements for fixed ladders, ladder safety devices and related support systems for fixed ladders, use and placement of all ladders, ladder safety when using a ladder and structural defect procedures.

Lead Paint Awareness - est. time: 21 min

Written by Villa Environment, this tutorial is designed to provide an understanding of lead-based paint, the properties of lead, and how to minimize exposure to lead-based paint during operations, maintenance, painting, and general renovation activities.

Lock Out - Tag Out - est. time: 18 min

According to OSHA, it is required that all equipment be locked out during servicing and/or maintenance work to protect against accidental or inadvertent activation that could result in personal injury or equipment damage. In addition to disconnecting the power source, it is also required that all residual pressures be relieved and energizing lines closed and secured prior to and during any such work. This tutorial establishes the minimum requirements for the lockout of energy sources whenever maintenance or servicing work is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any service or maintenance work where the unexpected or unintended energization or start-up of the machine or equipment, or release of stored energy, could cause injury. All employees (authorized, affected, or others) are required to comply with the requirements of lockout.

Mold Indoor Air Quality - est. time: 11 min

Concern about indoor exposure to mold has been increasing as the public becomes aware that exposure to mold can cause a variety of health effects and symptoms, including allergic reactions. Health concerns are an important reason to prevent mold growth and to clean up molds in indoor environments. Written by Villa Environmental, this tutorial is a guide for building managers, maintenance personnel, custodians, and others who are responsible for commercial, governmental or school buildings and operations. Using this tutorial, individuals with little or no mold experience should be able to make a reasonable decision as to whether the situation can be handled by your own staff.

Needs of Expecting and Parenting Youth - est. time: 18 min

Young women who are expectant or parenting mothers present special problems to schools, and their needs require a special level of attention. This tutorial will address these problems and potential solutions. Written by Michael Livovich, in this tutorial you will gain an understanding of the following: The National Concern of Teenage Pregnancy; General Problems Faced by Expectant and Parenting Youth; Teen Pregnancy Prevention; The Expectant Teen at Home and in Foster Care; Parent/Guardian/Foster Care Support of an Expectant Teen; School Support of the Expectant Teen;

and Supporting the Parenting Teen.

Office Ergonomics - est. time: 8 min

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, visual and musculoskeletal discomfort and fatigue are reduced significantly. Written by Villa Environmental, in this tutorial you will learn what is ergonomics, two categories of ergonomic factors, definition of Cumulative Trauma Disorders (CTD's), risk factors of office related CTDs, types of repetition tasks that cause CTDs, awkward positions that cause CTDs, excessive force tasks that cause CTD's, prevention Strategies for CTD's, signs and Symptoms of CTD's, headaches/eyestrain, and ergonomic products.

Peer Counseling, Anti-Violence, and Conflict Resolution Programs - est. time: 22 min

Schools should be a place of safety for all children and the staff that serve them. However, disturbingly over the years, the country has become more aware of increased threats to the safe learning and working environments of our students and school staff. These threats or forms of "terrorism" now exist in many forms, from physical aggression to cyber-bullying on the world-wide Internet. Physical threats, bullying, hazing, and harassment have created new problems for schools wishing to ensure the safety of its students. There is evidence that terrorism in schools can be curbed, if not eliminated, if schools take a more proactive approach. Peer counseling, anti-violence, and conflict resolution programs show promise of thwarting potential violence by creating a caring, compassionate environment with zero tolerance for bullying and other forms of internal terrorism. This tutorial will discuss the research on terrorism in schools and the programs that can help. Written by Dr. Michael Livovich, in this tutorial, you will learn the definitions of terrorism and terrorists; statistics detailing the problem of school violence and bullying in schools; traits and behaviors of perpetrators; peer counseling, anti-violence and conflict resolution programs; and implications for schools.

Personal Protection Equipment - est. time: 22 min

Selection of the proper personal protection equipment for a job is critical for the safety of all employees. Employers and employees must understand the equipment's purpose and its limitations. The purpose of this tutorial is to describe the types of equipment most commonly used for the protection of the head, eyes and face, ears, respiratory, torso, arm and hand, and foot and leg. Please note that use of equipment does not eliminate a hazard and if the equipment fails, exposure will occur. Hence, equipment must be properly fitted and maintained in a clean and serviceable condition at all times.

Playground Safety - est. time: 26 min

Developed in partnership with the Michigan School Business Officials (MSBO), this tutorial describes playground safety precautions including surfacing, use/fall zone for equipment, layout and design of playgrounds, general hazards, supervision guidelines, inspection, maintenance and record keeping. It was developed as a guideline to help communities, school, day-care centers and other groups build safe playgrounds.

Proactive Safety - est. time: 7 min

This tutorial will show you how to think "Safety First" as you approach each activity of your job. In this tutorial, you will learn how to constantly assess your environment, your equipment, your self and your personal space

Psycho-Tropic and Psycho-Stimulant Medications - est. time: 20 min

Since the passage of disability legislation during the 1970's, schools serve a broader population of students with conditions, such as emotional impairments, including depression and attention deficit disorder/attention deficit hyperactivity disorder. Treatment often includes the use of medications that alter one's state of mind from a depressed to non-depressed state or medications that cause one to focus. Psycho-tropic and psycho-stimulant medications are the general categories of drugs prescribed to children and adults to treat emotional and attentional conditions. Psycho-tropic medications have been more commonly prescribed to adults, but children and young adult use is almost as popular today. Psycho-stimulant medications have been increasingly popular since the identification and protection of students with attention deficit and hyperactivity disorders (ADD/ADHD). Both types of medications have an effect on the behavior and function of many students in the schools and can either be helpful or, if abused, harmful. Written by Michael Livovich, participants of this tutorial will gain an understanding of Psycho-tropic medications (their definition, use, and common types), Psycho-tropic medications and emotional

illnesses, Psycho-stimulant medications (their definition, use, and common types), Psycho-stimulant medications and the treatment of attention deficit (and hyperactivity) disorder (ADD/ADHD), and Federal Requirements and Implications for school-based management and care.

Safe Lifting for Special Education - est. time: 21 min

The passage of the Education of All Handicapped Children Act or EHA (now known as the IDEA) has ensured more physically and medically-fragile students are being served in our schools. The inclusion of fragile students in schools has presented many challenges, however, because many require lifting and transferring a student and equipment from one place to another. The lifting and transferring of students may be easy when children are babies, but many students are large, with substantial weight, and are fragile. Without the assistance of lifting devices and proper body positioning and conditioning, the risks for injury of the student and caregiver increase. This tutorial has as its main purpose to provide information and instruction in safe lifting and transferring of students with special needs.

School Bus Driver Safety - est. time: 20 min

Written by Mark Niewonder of the Van Buren Intermediate School District, an authority in School Bus Driver Safety, this tutorial provides the school bus driver with several tips to safely carry out their daily school bus driving tasks. The content includes: Injury Protection, Passenger Management, Post-Trip Inspection, Dealing with Emergency Situations, and Positive Parent Contacts Methods.

School Safety/Crisis Management - est. time: 21 min

Public and private schools across the nation have been conscious of the need to be "ready" in the event of a crisis. Some of the very real dangers that school officials, staff, and students could face are severe weather, fire, bomb threats or the discovery of suspicious items; structural failure, the failure of utilities or loss of utility service; bus accidents, the presence of an intruder, use of a weapon, or taking of a hostage; or release of hazardous materials both indoors and outdoors, public health or medical emergencies, earthquakes, and nuclear power plant accidents. Many states, such as Illinois, are ensuring the readiness of public and private schools by requiring fire and police and school officials to collaborate in the event of a crisis by planning for the correct response for various events. School Safety and Crisis Management is not just the responsibility of "first responders," but of school staff and students as well. Written by Michael Livovich, the following objectives will be addressed in this tutorial: Federal Emergency Management Standards; Illinois School Safety Drill Act; Definition of First Responder and School Safety Drills; School Safety/Crisis Response Plans; School Safety Drills: Types, Scheduling, Conducting, and Documenting; Annual Review and Report; And Sample Template and Checklist.

Seclusion and Restraints - est. time: 13 min

Since the mid-1970's, national attention has been focused on the education of individuals with disabilities in our schools. Unfortunately, there is little direction at the national and state levels on how to manage difficult behaviors. Some schools have resorted to removing and restraining students without proper direction or oversight. Many schools have employed procedures called seclusion (commonly referred to as "time-out") and physical restraint to intervene when a student is a danger to him/herself or others. Developed by Michael Livovich, in this tutorial you will learn about seclusion and physical restraint (what they are and what they are not); about Positive Behavioral Intervention Supports (PBIS), including: Positive procedures for schools on the use of seclusion and physical restraint and State Guidance on the Use of Seclusion and Physical Restraint.

Section 504 Part I - est. time: 20 min

The Rehabilitation Act of 1973 is a broad federal civil rights statute written to provide special education and rehabilitative services for individuals with disabilities including preschool and school-aged children and young adults and to provide certain protections for all Americans to access programs, activities, and services. Unfortunately, even in 1977 when Section 504 of the Rehabilitation Act was put into action, there still was much confusion as to what was the responsibility of Section 504 in comparison to existing special education laws. It was commonly viewed that Section 504 was not to provide special education, but only "access" to buildings and services. It was not until 1991 that the differences and the similarities of all existing legislation were initially clarified. In this tutorial, you will learn the basic identification and location requirements for students and adults; the general compliance requirements for meeting Section 504 regulatory requirements; and how the Statutes provide protection for all individuals with disabilities with regard to providing access to programs, activities, and services.

Section 504 Part II - est. time: 25 min

Part 1 of this tutorial discussed Section 504 and its relationship with the ADA and the IDEIA. School administrators often find it difficult not only to understand the complexities of providing for students with disabilities, but when it comes to operationalizing procedures it becomes an overwhelming task. Section 504 procedures, although similar to those in special education (IDEIA), are much easier and more basic. Written by Michael Livovich, in this tutorial, you will learn about the Response to Intervention (RTI) and the general compliance requirements for a school corporation; The school's responsibility with regard to Section 504 identification; and Procedures for the identification and location of students and adults with disabilities in the schools.

Sexual Harassment - est. time: 22 min

This tutorial educates employees about the basics of sexual harassment (including how to prevent it in the workplace), what to do if you feel you have been sexually harassed, and what to do if you witness or are a victim of sexual harassment. Reviewed for accuracy and completeness by Dow, Lohnes and Albertson, the tutorial also provides several sexual harassment case scenarios.

Sexual Harassment Spanish - est. time: 22 min**Slip & Fall Prevention** - est. time: 9 min

Slips and falls are the second leading cause of accidental death in the workplace and are one of the most costly types of workers' compensation and general liability claims. Written by Rick Villa of Villa Environmental, in this tutorial you will learn how slips occur; how trips and falls occur; about trips and falls on stairs; about various slip, trip and fall trouble zones; about cleaning spills; how to prevent slips, trips and falls; how to fall properly; what to do if a slip, trip or fall occurs; and about the employee role in preventing slips, trip and falls.

St and Fed Laws High Ed - est. time: 10 min**State and Federal Laws K12** - est. time: 12 min

This module provides a summary of the following selected state and federal laws affecting school employees: drug free workplace and substance abuse, bloodborne pathogens, family and medical leave act, equal employment opportunity/non-discrimination, sexual harassment, reporting suspected child abuse and neglect, hazard communication, corporal punishment, continuation of benefits, asbestos, smoking tobacco products, and family education right to privacy act.

Steroid Use Awareness - est. time: 15 min

Steroid use by high school students, especially by athletes, has become an issue of national concern, especially with the media attention on illicit steroid use by professional athletes. Students look to professional athletes as role models, admiring them for athletic abilities and record-setting feats. Students wishing to attain the same level of success may look to performance enhancing, non-prescription steroids as a shortcut to achieve the same results as star athletes. Written by Diane Schweitzer of the School City of Hammond, this tutorial describes what steroids are, how they are used by licensed physicians, how they may be used illegally for performance enhancing purposes, symptoms and side effects of steroid use, and what school administrator can do about steroid use.

Student-to-Student Hazing and Harassment - est. time: 26 min

Schools today are faced with many issues regarding the education of its students. Among those many responsibilities, schools are entrusted with the safety of its students and staff. As a result of events such as the shootings at Columbine High School and other schools and post high school institutions around the nation, schools have exercised due diligence by installing security measures to keep those wishing to inflict harm out of school facilities. In their efforts to maintain a safe, orderly, civil and positive learning environment, schools continue to face what has come to be known as "internal terrorism" coming from students and even staff members. Internal terrorism includes such problems as hazing, harassment (including sexual harassment), bullying, cyber-bullying, and discrimination, especially concerning sexual orientation. All forms of "internal terrorism" deny a student a threat-free educational environment and should not be tolerated in any form. The participants of this tutorial will gain an understanding of the following: The definitions of "internal terrorism," including hazing, harassment, bullying, cyber-bullying, and discrimination of students because of sexual orientation; The Ten Myths and characteristics of Internal Terrorists; Proactive procedures to combat internal terrorism; and The importance of character education programs.

Suicide Prevention - est. time: 16 min

In 2006, suicide was ranked the 3rd leading cause of death in youth ages 15-24, according to the American Association of Suicidology. Suicide rates for a younger age group (10-14) increased 50% between 1981 and 2006. Furthermore, it is estimated that for every one completed suicide, there are 100-200 suicide attempts. Written by GCN's Researcher/Writer Brittany Gage, in this tutorial you will learn about Basic Suicide Facts, Risk Factors, Warning Signs: Early Signs, Warning Signs: Late Signs, Prevention Overview, Prevention: Protective Factors, Intervention, Resources for help, Handling an Attempt on School Premises, and Postvention.

Swine Flu (H1N1) General Overview - est. time: 19 min

Novel H1N1 (referred to as "swine flu" early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread. On June 11, 2009, the World Health Organization (WHO) signaled that a pandemic of novel H1N1 flu was underway. This tutorial provides a general overview of the swine flu. The content comes from the Centers for Disease Control and Prevention.

Swine Flu (H1N1) Higher Ed Action Plan - est. time: 19 min**Swine Flu (H1N1) School Action Plan** - est. time: 13 min**Teen Dating Violence** - est. time: 15 min

The Centers for Disease Control (CDC) has identified dating violence as a public health issue. 60% of high school students have experienced some form of dating violence and 25% of that group has experienced physical violence in their relationship before they finished high school. In order to identify something as unhealthy, it is imperative to know the standard for healthy. Family experiences, role models and messages from society and the media often give a distorted image of what healthy looks like. Written by Heidi Rankin, in this tutorial, you will learn characteristics of a healthy relationship, definition of dating violence, red flags, types of abuse, how does dating violence affect health, why do victims stay in these relationships, how can you help a victim, and how can you confront a perpetrator

Telephone Etiquette - est. time: 14 min

The use of proper telephone etiquette leaves a favorable impression of you and your organization. Whether you are receiving calls or making calls, the tips provided in this tutorial will help you present a professional image and positively represent your organization. In this tutorial, you will learn how to properly answer a phone call; proper phone etiquette; how to handle frustrated callers; how to make a phone call; placing calls on hold; transferring calls; taking messages; ending conversation; and voice mail etiquette.

Videoconferencing pt1 - est. time: 5 min

These tutorials (6 parts) provides Interactive Television (ITV) instructors, ITV students and any other staff conducting or participating in a videoconference with the knowledge and skills required to achieve success in that medium. Content areas include why videoconferencing, types of connectivity, the equipment, visual impact, tips for success, and legal and ethical considerations.

Videoconferencing pt2 - est. time: 7 min**Videoconferencing pt3** - est. time: 12 min**Videoconferencing pt4** - est. time: 7 min**Videoconferencing pt5** - est. time: 10 min**Videoconferencing pt6** - est. time: 4 min**Workplace Violence** - est. time: 12 min

Employers and their staff must be diligent and have a degree of knowledge on how to deal with acts of violence in the workplace. In this tutorial written by Toni Talbot from Human Resource Management Services, LLC, you will learn about the types of violence both direct and implied; sources of violence; methods of prevention; policies and procedures for workplace violence; dealing with the aftermath; recognizing that you can not do everything to prevent violence; and the potential liability of workplace violence.

