



2019 - 2020

Online Training Instructions

- ❖ **Right to Know/Hazard Communication**
- ❖ **Bloodborne Pathogens Refresher Training**
- ❖ **School Safety Training**

Employee instructions

District employees can access their required compliance training through the following Questar III BOCES Health and Safety Service website:

<http://hs.questar.org/wp-login.php>

1. **All employees** must complete the **Right to Know / Hazardous Communication** refresher training module.
2. Only those employees listed in a targeted title under the district's Exposure Control Plan must also complete the **Bloodborne Pathogens** training module.
3. **All employees** must complete the **School Safety Training** module by **September 6** or within 30 days of hire. This training meets the requirements set by the New York State Education Department. The training module is comprised of school violence prevention, mental health awareness, Dignity for All Students Act, school safety protocols, school safety plan requirements, and school security topics.

Before beginning, each employee will need to verify their district issued email address and payroll ID number. Please contact your district Business Office for assistance.

1. **Log In** - Employees will log in using their full assigned district email address.
2. **Password** - Employees will use their **payroll employee ID number**. Be sure to include the any zeros at the front of your ID. Example – **01234**. Your password should be five digits.
3. Employees will see all training modules when accessing the site. Training modules are located on the training homepage and can be accessed at any time by clicking the **"Training Courses"** menu bar or the Questar logo at the top of the screen. The site will remember your course progress should you need stop and continue at a later time.
4. Review the modules and complete checkpoint and final quizzes during the course. A score of 100% is required for each quiz. You may retake the quiz if necessary. Once the course is completed, a Certificate of Completion will be generated. Please click the **GREEN** button, located in the green bar at the top of the training course screen, to print or download your certificate.
5. Copies of the certificates of completion must be forwarded to your supervisor for proof of completion.
6. Your certificates will be stored in your account. If needed, you may log in to access your certificates at any time. The sidebar to the right of the screen provides direct access to certificates for all of your completed courses.

All training MUST be completed during normal work hours so that your district health and safety designee can be available to answer any questions that may arise during completion. If you have any questions, please contact Questar III Health and Safety Services at (518) 479-6901.