

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

INTEROFFICE MEMORANDUM

TO: All Part-Time Employees

DATE: March, 2021

FROM: **JAMES G. HEINEGG**

COPIES:

SUBJECTS: Mandated Training

The district uses Safe Schools, an online training system for the state-mandated professional development requirements. Courses have been assigned to you on the site, and may be accessed as follows:

- To log onto the site, please go to: <http://cwcboc.nj.safeschools.com/> Your Username is your first initial followed by your last name. A password is not required.
- Please note the due dates for these courses as some are due in early September.
- You will note that some of the courses have a deadline for this school year, but some have a deadline of several years from now. This is because the state mandates some courses to be completed only once every five years.
- You will receive reminder emails periodically until your courses are completed.
- Once you have completed a course, you may print out the certificate and submit a voucher for payment at your regular rate of pay. The time for each course is set by the system.
- If you have any questions, please contact Angela Tobey, Personnel, atobey@cwcboc.org.