

## TIU Required Staff Training - Last updated 11/21/24

Please check your due dates for the trainings in the [Employee Portal](#). After logging in, click on the Staff Portal tab → My Information (if needed) → Clearances/Mandated Trainings tab. You can sort your due dates by clicking on the Valid Until column.

Training	How to Access It	Completion Documentation Needed	How often does the training need to be completed?
Bullying	<a href="https://site.gcctraining.com/user-admin/login.html">https://site.gcctraining.com/user-admin/login.html</a> The organization ID is: 142803t	Send certificate to hr-compliance@tiu11.org	Annually
Harassment	<a href="https://site.gcctraining.com/user-admin/login.html">https://site.gcctraining.com/user-admin/login.html</a> The organization ID is: 142803t	Send certificate to hr-compliance@tiu11.org	Annually
Title IX	<a href="https://site.gcctraining.com/user-admin/login.html">https://site.gcctraining.com/user-admin/login.html</a> The organization ID is: 142803t	Send certificate to hr-compliance@tiu11.org	Annually
FMLA (supervisors only)	<a href="https://site.gcctraining.com/user-admin/login.html">https://site.gcctraining.com/user-admin/login.html</a> The organization ID is: 142803t	Send certificate to hr-compliance@tiu11.org	Annually
Cybersecurity <ul style="list-style-type: none"> <li>Phishing for Educators</li> <li>Email Security for Educators</li> <li>Social Engineering for Educators</li> </ul>	<a href="https://awareness.tiu11.org/login">https://awareness.tiu11.org/login</a> or click on the link included in the email sent to you	No additional action needed after training is completed since system records completion.	Annually  PY 24-25 due October 1, 2024
Act 55 - Online School Safety <ul style="list-style-type: none"> <li>Suicide Prevention (2 hours)</li> <li>Active Shooter (25 min)</li> <li>Medical Emergency Response (15 min)</li> <li>School Safety (30 min)</li> <li>Trauma Informed Approaches (40 min)</li> <li>Proactive Safety (9 min)</li> </ul>	<a href="https://site.gcctraining.com/user-admin/login.html">https://site.gcctraining.com/user-admin/login.html</a> The organization ID is: 142803t  Once logged in, click on Optional Tutorials and scroll through the list to find the trainings	No additional action is needed after training is completed since system records completion.	Annually, PY 24-25 due June 30, 2025
Handbook Receipt	Will be emailed to staff or via the	Send signature form to hr-	Annually

Training	How to Access It	Completion Documentation Needed	How often does the training need to be completed?
Confirmation	TIU 11 website <a href="#">Personnel Forms section</a>	compliance@tiu11.org	PY 24-25 due October 31, 2024
Act 126 - Mandated Reporter	Can be done via online or in-person synchronous training or an online, on-demand training.  Online, on-demand: <a href="https://www.reportabusepa.pitt.edu/Login.aspx">https://www.reportabusepa.pitt.edu/Login.aspx</a>	Send certificate if completed the online, on-demand training to <a href="mailto:hr-compliance@tiu11.org">hr-compliance@tiu11.org</a>	Every 5 years
Act 126 - Educator Discipline	Can be done via online or in-person synchronous training or an online, on-demand training.  Online, on-demand: <a href="https://www.pspc.education.pa.gov/Promoting-Ethical-Practices-Resources/Act-126-Training/Pages/default.aspx">https://www.pspc.education.pa.gov/Promoting-Ethical-Practices-Resources/Act-126-Training/Pages/default.aspx</a>	Send certificate if completed the online, on-demand training to <a href="mailto:hr-compliance@tiu11.org">hr-compliance@tiu11.org</a>	Every 5 years

## Clearances

Please check your due dates for the clearances in the [Employee Portal](#). After logging in, click on the Staff Portal tab → My Information (if needed) → Clearances/Mandated Trainings tab. You can sort your due dates by clicking on the Valid Until column.

Clearance	How to Access It	Completion Documentation Needed	How often does the clearance need to be completed?
Arrest and Convictions Form	Form given to new employees during orientation.	Collected during new employee orientation. HR will send you a secure link to upload the file.	Completed upon hire. If you are arrested, you need to complete the form within 3 calendar days of the arrest.
Act 34 - PA State Police	<a href="https://epatch.pa.gov/home">https://epatch.pa.gov/home</a> Click on Submit a New Record Check	HR will send you a secure link to upload the file or email to <a href="mailto:hr-compliance@tiu11.org">hr-compliance@tiu11.org</a>	Every 5 years
Act 151 - Child Abuse	<a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a> For new users: Click on Create Individual Account  To access your account and request an updated clearance: Click on Individual Login	HR will send you a secure link to upload the file or email to <a href="mailto:hr-compliance@tiu11.org">hr-compliance@tiu11.org</a>	Every 5 years

Clearance	How to Access It	Completion Documentation Needed	How often does the clearance need to be completed?
Act 114 - FBI Fingerprinting	<a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a> You will need this service code to register for fingerprinting: <b>1KG6S7</b>	Email <a href="mailto:hr-compliance@tiu11.org">hr-compliance@tiu11.org</a> your <b>registration number</b> (begins with UZSV) and the <b>date</b> you were fingerprinted so they can obtain the official report.	Every 5 years