



# SCHOOL DISTRICT OF NEW LONDON CERTIFICATE OF REQUIRED TRAINING

**Return completed form to Pupil Services Department (HS) no later than the second week of the school year. (Check off, sign and date bottom of form.)**

**I am a new hire; return form to District Office within two weeks of receipt.**

Name (Printed): \_\_\_\_\_ School Year: \_\_\_\_\_

**Select Your Role:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administrator            | <input type="checkbox"/> Custodian/Maintenance | <input type="checkbox"/> Specialist/Counselor |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Substitute Teacher   |
| <input type="checkbox"/> Bus Driver               | <input type="checkbox"/> Health Aide           | <input type="checkbox"/> Other _____          |
| <input type="checkbox"/> Coach                    | <input type="checkbox"/> Teacher               |   |

The following link provides an updated list and description of Required Trainings for WI School Staff. [Link](#)  
These trainings allow you to email verification upon completion, this is **NOT** needed for the District. If you would like to retain a copy for your own records, please use your **own** email for this step.

- Mandatory Reporting of Child Abuse and Neglect** (**REQUIRED** for ALL each year by [watching linked video](#))
- Mandatory Reporting of Threats of School Violence** (**REQUIRED** for ALL each year by [watching linked video](#))
- Bloodborne Pathogen** (**REQUIRED** for ALL each year by [watching linked video](#))
- Safety Plans** (**REQUIRED** for ALL by reviewing building level safety and crisis plans found in office or building team drive)
- Student Records and Confidentiality** (**REQUIRED** for ALL each year by [watching linked video](#))
- Completion of the KnowBe4 training** assigned to you; will be sent to you via email from KnowBe4 (**REQUIRED** for ALL staff)
- Employee Handbook:** I have reviewed and agree to all policies and procedures within the handbook/addendums. (**REQUIRED** for ALL each year)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_