

# Fort Lee Public Schools

## Central Administration Offices

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www.FLBOE.com

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Mr. Kenneth J. Rota  
*Superintendent of Schools*

Ms. Jaime Cangialosi-Murphy  
*Director of Human Resources*

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## MEMORANDUM

TO: All Employees  
FROM: Jaime Cangialosi-Murphy, Director of Human Resources  
DATE: September 26, 2016  
RE: Global Compliance Network Training Videos

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The New Jersey Department of Education requires mandatory training in various compliance areas. The district uses GCN online tutorials as the primary source of training for most of the compliance regulations. Staff members will be able to print one certificate of completion that will list all completed tutorials.

The attached document will outline the training topics that are mandated by the State of New Jersey. All state mandated tutorials must be completed by December 31, 2016.

### Total Hours by Group

Administrators: 5 hours

Nurses: 4.75 hours

Child Study Team and Special Education Teachers: 4.5 hours\*

Paraprofessionals: 4 hours

Coaches: 3.75 hours

Secretarial: 4 hours

Counselors: 4.75 hours

Security & Outside Band Staff: 4 hours

Custodial: 3.25 hours

Teachers: 4.75 hours\*

New Administrators: 8.75 hours

Technology: 3 hours, 20 minutes

New Certificated Staff: 8.5 hours\*

Transportation: 3 hours, 50 minutes

\*Elementary Teachers Grades K-3, ESL Teachers, Basic Skills Teachers, Special Education Teachers, Reading Specialists, LDTs, and Speech-Language Specialists: **Additional 2 hours** for Reading Disabilities/Dyslexia.

If you have any questions contact the Fort Lee Public School Human Resources Department at 201-585-4612, extension 7508/7515/7516 or by email at [jmurphy@flboe.com](mailto:jmurphy@flboe.com).

**GLOBAL COMPLIANCE NETWORK**  
**INSTRUCTIONAL TRAINING PROGRAM**

The following training topics are mandatory. Please find listed the New Jersey requirement followed by the name of the online tutorial offered by Global Compliance Network and who must complete it. The GCN tutorial will satisfy the New Jersey State requirement and has been assigned to your profile as appropriate.

**STATE-MANDATED TUTORIALS**

<b><i>NJ requirement</i></b>	<b><i>GCN tutorial</i></b>	<b><i>Length</i></b>	<b><i>Staff required</i></b>
Affirmative Action and Equity	Affirmative Action – NJ	24 min	All staff
Environmental Health	Blood Borne Pathogens	20 min	All staff
	Hazardous Communications (Right to Know)	32 min	All Staff
	Integrated Pest Management	13 min	All Staff
Gang Awareness	Gang Awareness	13 min	New Administrators
Harassment, Intimidation and Bullying	NJ Anti-Bullying	34 min	All staff
	General Harassment*	16 min	New Staff and All staff every five years*
	Sexual Harassment *	22 min	
	Cyber Bullying*	18 min	
	Cyber Bullying Webinar*	4 min	
Student to Student Hazing & Harassment*	26 min		
Potentially Missing, Abused or Neglected Children	Child Abuse - NJ	20 min	All staff
School Safety	School Safety - NJ	31 min	All staff
Student Health	Allergy Management/Food Allergies	21 min	All staff except Technology
	Asthma	18 min	All staff except Technology and Custodial
Student Learning and Intervention	Intervention and Referral Services – NJ	14 min	All certificated staff except Special Education Teachers and CST members
	Reading Disabilities/Dyslexia – NJ	2 hours	Teachers Grades K-3, Special Education Teachers, ESL Teachers, Basic Skills Teachers, Reading Specialists, LDTCs, and Speech-Language Specialists
Substance Abuse	Alcohol & Drug Awareness for Employees	12 min	All Certificated staff
	Alcohol & Drug Awareness for Supervisors	22 min	All Administrators
Suicide Awareness	Suicide Prevention	16 min	All Certificated Staff
	Suicide Prevention Video*	2 hours	New Certificated Staff and All Certificated Staff every five years*
Technology	Internet Safety	31 min	All staff except Coaches, Custodial, and Transportation
Transportation	School Bus Driver Safety	20 min	School Bus Drivers and Transportation Aides

**State mandated tutorials must be completed by December 31, 2016.**



## FORT LEE BOARD OF EDUCATION


Please be sure to have your speakers turned on.  
TYPE **www.gcntraining.com** into your browser's address bar and **Press Enter**

CLICKING **LOGIN TO VIEW TRAINING** will take you to the **PRE-LOGIN CHECKLIST**  
(ROLLOVER [why?](#) next to the icon to learn what the icons mean).

If you have **not** created an account with GCN,  
select: *I have NOT yet created an account*  
**Press Next >>**


If you have already created an account with GCN,  
select: *I already have an account*  
**Press Next >>**

Enter your Organization ID:




**Press Submit**

Locate your Account by completing the  
Required fields. **If prompted:**  
Enter your Preferred Personal ID



**Press Submit**

Enter your Personal ID  
If you've forgotten your PID,  
Press [I Don't Know My Personal ID](#)



**Press Submit**

If prompted, complete the Personal Information fields. (\* indicates Required Fields)  
**Press Submit**


### The Welcome Page

Bloodborne Pathogens  
0% Completed **VIEW**

The tutorials available to you are listed to the left.  
Choose a tutorial by pressing **VIEW**

Verify your information. Press **START TUTORIAL** or **CONTINUE TUTORIAL** (if available)

The tutorial will begin with an Instructions slide that will explain the many buttons on this page.

Once the  Next button appears you may move on to the next slide.

After you complete a tutorial, return to the **Main Menu** to Print your Certificate of Completion\*  
\*SAVE SOME PAPER – Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.