

Health and Safety for Teachers and Staff Training

This training is required **annually** for certified staff, secretaries, paraprofessionals, and interpreters.
(Food service, maintenance/custodial, and transportation staff will receive department-specific training.)

To access & login to the training system:

1. Go to the training system home page at <https://training.aealearningonline.org>.
2. If you have an account, enter your email and password and click on **log in**.
3. If you do NOT have an account, go the step below to register.



To register in the system (First-time user not registered in the system):

1. Click on **Register here** in the **Login to Your Student Account** section.
2. Fill in your first and last name and your email address.
3. Enter your Board of Educational Examiners (BoEE) folder number. If you do not know your number, click on Find your BoEE folder number. If you do not have a BoEE license, click N/A.
4. Are you employed by a district or AEA? Select "No" if you are not employed by a district or AEA in Iowa. Select "Yes", if you are an employee of a district even on a substitute basis.
5. Select Western Dubuque as your **district**.
6. Enter the **district password**: **wdbqschools**.
7. You can leave Building, Position, Subject Taught, and Grades Taught as Not Applicable.
8. Click the **submit student info** button (you will be redirected to the top of the page, scroll to the bottom).
9. Click on the **continue** button (you are now registered into the training system).
10. You will be redirected to the login page, please enter the information that you registered into the system.

To register for the Health and Safety for Teachers and Staff course:

1. Click on **catalog** above the clock on the left side.
2. Select **Health and Safety for Teachers and Staff** from the list or search for the course title.
3. Click the **Register** button if you are taking a training for the first-time or the Certificate is Expired.

To resume a course:

1. Locate the training under **Currently enrolled trainings** (on your home page).
2. Click the **Resume** button.
3. If you have not accessed a course in the past 84 days, your enrollment will have expired. In this case, you will see a **Restart** button. This will take you to the beginning of the training. If you wish to no longer complete the training, you may click the **Drop** button.

To print a certificate:

1. Locate the training under **Your training history** (on your home page).
2. Click on the **certificate** button. This creates a PDF that you can print or save.

To verify training completion:

1. Submit your certificate of completion to the applicable verification person as listed below.

Employment Status	Training Documentation	Verification Person
Current certified staff, secretaries, paras, and interpreters, and those hired <u>prior</u> to the start of the new school year	AEA Certificate of Completion	Applicable Supervisor
NEW certified staff, secretaries, paras, and interpreters hired <u>after</u> the start of the new school year	AEA Certificate of Completion	Human Resources