



# SafeSchools Paid Summer Training Pilot and Compliance Training for TABCO-Represented Staff FAQs

	Question	Answer
1.	What courses are eligible for the SafeSchool Training Pilot Program for TABCO-represented employees?	The paid pilot is only for up to eight (8) hours of <b>Mandatory</b> or <b>Suggested</b> trainings on the <b>My Assignments</b> page assigned to you. <b>Do not select other courses in the Extra Training Catalog, as some of these courses have an extra charge.</b>
2.	How do I print a certificate or transcript?	<p>Option 1</p> <ul style="list-style-type: none"> <li>On your <b>My Assignments</b> page, you will see your mandatory and suggested courses for the current school year. Courses you have completed will have a green check mark and a green <b>'Certificate'</b> button, which you can click to view your certificate of completion for that course. You can then print or save the certificate.</li> </ul> <p>Option 2</p> <ul style="list-style-type: none"> <li>If you wish to see your course completion data or certificates, click on <b>Training History</b> on the left-hand side and then change the dates to <b>July 1 – August 18</b>, and click <b>Refresh</b>. You can then print or save the screen. Ensure your name appears at the top when submitting it to your principal or supervisor.</li> </ul>
3.	Who needs to sign the Miscellaneous Timesheet?	Your principal or supervisor.
4.	What LDPR do I use?	30409
5.	What do teachers need to submit to get paid for the Pilot?	<ol style="list-style-type: none"> <li><b>Teachers</b> should complete this <a href="#">form</a> and upload their <b>certificates</b>. <b>Miscellaneous Timesheets SHOULD NOT be uploaded into the form.</b> You can only complete the form once, so please wait until the end of the pilot to complete the form.</li> <li><b>Teachers</b> should submit their <a href="#">Miscellaneous Timesheets</a> along with their certificates to their principal or supervisor for approval. Your principal or supervisor will submit the <a href="#">Miscellaneous Timesheet</a> to the Office of Payroll at the end of the pilot.</li> <li><b>Principals or supervisors</b> will submit the <a href="#">Miscellaneous Timesheet</a> following normal procedures. It is the principal's or supervisor's responsibility to view the certificates and ensure that the teachers have completed the proper number of hours. <b>Once approved, principals and supervisors should submit all Miscellaneous Timesheets to the Office of Payroll at once at the end of the pilot.</b></li> </ol>

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6.	<b>When will teachers be paid?</b>	Teachers will be paid in September.
7.	<b>Do principals/supervisors need to keep copies of the certificates?</b>	Please refer to <a href="#">C1507, Fiscal Services Approved MSA.pdf (sharpschool.com)</a> for Payroll Registers and Reports and Payroll Timesheets.
8.	<b>I am an ESPBC or AFSCME-represented employee. Can I get paid for completing SafeSchools Training over the summer?</b>	This is an opportunity for TABCO-represented employees only.