Mandatory Compliance Training

What is mandatory compliance training?

State and federal regulations require that all school district employees complete mandatory compliance training every year on the following topics:

- **Hazardous communications**
- **Blood-borne pathogens**
- **Sexual harassment**

The compliance training associated with these topics is intended to provide employees with information to promote a safe and healthy work environment. While all employees must complete compliance training annually on hazardous communications, blood-borne pathogens, and sexual harassment, the District may also require that certain employee groups complete training related to other topics that are relevant to their work responsibilities.

How will faculty and staff members complete the compliance training?

The Peekskill City School District has contracted with Global Compliance Network (GCN) to provide compliance training on the topics identified above. GCN provides online training tutorials that employees can complete using any computer that has an internet connection, internal or external speakers, and the latest version of Adobe Macromedia Flashplayer™. Employees will log on to the GCN web site and complete the required training tutorials according to the deadlines established by the Office of Administrative Services. The time needed to complete each online tutorial varies from 15 to 30 minutes, and employees may complete all three required tutorials in one session or in separate sessions.

What are the steps for logging on to the GCN website to complete the compliance training?

If you are logging in to GCN for the first time, you will need to follow these steps to create a unique user ID:

1. Go to **http://site.gcntraining.com** (you may be prompted to download the latest version of Adobe Macromedia Flashplayer™ if your computer does not have the most current version already installed)
2. Click "LOGIN"
3. Click "New User - I do not have a Personal ID"
4. Enter the organization code for PCSD: **10675p** -you will need to enter this organization code each time you login)
5. Type in the required information and click "Submit"
6. Your Personal ID will be displayed such as your last name and the first initial of your first name (e.g., jsmith) and click "Submit"

7. Review your personal information, which is already entered into the program, and click "Submit"

8. Use the drop-down menu to select the tutorial to be completed and follow the directions on the screen

The next time you log on to the GCN website, you will only need to enter the organization code for PCSD (10675p) and your unique user ID.

Contact the Office for Administrative Services
with any questions: (914) 737-3300 X 318