


SafeSchools Training

****Chrome and Firefox work best***



To Access the Video Courses:


1. Go to: <https://inside.stjohns.k12.fl.us/hr/safeschools/>
2. Log In with your SJCSD credentials
3. Click on: [Login to SafeSchools Training](#)
4. Log In with your SJCSD credentials

5. Locate the icon  in the left-hand side of the screen (when you move your cursor over the icon, you will see:  

6. Click the  icon to see the full menu of training categories
7. Click on the category you wish to access
8. Click on the Video Courses you wish to view
9. Click on Full Course

10. Click the Green button to Accept 

11. You may either click Start Course  or you may complete each individual section separately by clicking  for each section of the Course.

12. Watch the video all the way through- if you try to fast forward or end early, it will NOT give you credit. Each section of the course will need to be started by clicking 

13. Be sure to complete any Assessments associated with each Course in order to be awarded credit

14. Once you complete one Course, you can navigate back through the



button and start the next Course in the Module

15. Once you have completed a Module, print the Verification Form, complete the top portion with your information, and initial and date next to the Module you have completed

16. Once you have completed ALL Modules on the Verification Form, submit the form to the individual listed

17. It is not necessary, but please feel free to print your Certificates of Completion if you wish

The video courses available in Safeschools are organized in general categories. We have identified specific courses that apply to your area of work and have developed “Modules” comprised of multiple courses. Each Module is worth a specific number of inservice credits. Most of the courses in each Module are located in a single category on Safeschools; however, there may be a few that you will need to access from a different category (this will be noted).

As you complete the Modules below, please fill out the SafeSchools Verification Form and return it to the Executive Secretary or PD Contact (this individual will be noted on the Verification Form) in your Department. Credits will be entered on your Professional Development Transcript in BusinessPlus. For those who hold a valid Florida Teacher Certification, these credits will count towards your 5-Year Renewal.

Food Service Personnel:

Most video courses are located in Nutrition Category unless otherwise specified

- **Four Modules Available**

Sanitation Module- 1 Inservice Credit – courses located in Nutrition Services Category

- Food Safety and Kitchen Sanitation – 14 minutes
- Food Service Equipment, Sanitation – 22 minutes
- Coronavirus Awareness – 8 minutes, found in the Health Category
- Coronavirus: Preparing Your Household – 9 minutes, found in the Health Category

Equipment/Safety Module- 1 Inservice Credit – courses located in Nutrition Services Category

- Food Service Equipment, Safe Use – 32 minutes
- HACCP: Hazard Analysis and Critical Control Points – 23 minutes

Meals/Nutrition Module- 1 Inservice Credit – courses located in Nutrition Services Category

- Nutrition Basics – 21 minutes
- School Meal Compliance – 19 minutes
- Food borne Illnesses – 20 minutes

Equity/Ethics Module = 1 credit – courses located in Social and Behavioral Category

- Cultural Competence and Racial Bias – 18 minutes
- Communication Styles and Skills – 11 minutes
- General Ethics in the Workplace- 18 minutes
- Civil Rights in Food Service – 16 minutes, found in the Nutrition Services Category

****If you have any technological issues, please input a [webticket](#).**

****If you have issues logging in, please contact [Melinda Bogart](#) or [Valerie Etienne-Leveille](#) in the Professional Development Department.**