

Training Requirements – Substitutes

Clear Creek Amana Community School District (CCA) is using AEA, DHS and SafeSchools.com (through VectorSolutions) to offer training courses online for your convenience. Within your **first 30 days**, please complete the following trainings. You only need to email the completed DHS training certificates to Human Resources. Follow these easy steps to complete your CCA safety training requirements through these websites:

There will be a training from the **Technology Department** to complete. There are also department specific trainings not listed below.

In total, there are 11 courses to complete below:

Safe Schools Trainings

Substitute Handbook (Annual)
Anti-Bullying/Harassment (Annual)
General Ethics in the Workplace (Annual)
Employee Complaints (Annual)
Employee Confidentiality Agreement (Annual)
Employee Conduct and Appearance (Annual)
Equal Employment Opportunity (Annual)
Employee Expression (Annual)
Responsible Tech Use/Social Networking Acknowledgment (Annual)
Seizure First Aid Ready (Annual)
Sexual Harassment (Annual)
Title IX Overview (Annual)

Login Information:

- Please go to the SafeSchools website for CCA: <https://cca-ia.safeschools.com/>
- Enter your Username: First 4 letters of your last name followed by the first 3 letters of your first name.
 - Example: Bruce Wayne → waynbu
- No password is required
- You can search by class title once logged in if they do not show up already in your training plan.