

Dear Valued Substitute,

In the last legislative session HB 286 was passed. This bill requires all District employees to complete a "Child Abuse Prevention Training". This 60 minute course is online and may be completed in more than one sitting. At the conclusion of the training there will be a Certificate of Completion. Please bring your Certificate of Completion into Human Resources. You can also email to juli.martin@jordandistrict.org or fax to 801-567-8056. This needs to be done before you are activated as a substitute for Jordan School District.

You may access the Child Abuse Prevention Training as follows:

Instructions:

Go to the following site: <https://pcau.enspark.com/>

1. Select register
2. Complete registration
 - a. School personnel must select "school personnel" from the registration drop down box to access the educator course.
3. Click the register button
4. Click launch course
5. There will be a certificate of completion issued at the end of the course that the user needs to print or download as a PDF
6. School administrators need verification of completion from each employee