

INSTRUCTIONS TO ACCESS AND COMPLETE ON-LINE RIGHT-TO-KNOW & BLOODBORNE PATHOGENS TRAINING

For A-P-W CSD Employees

Steps To Complete On-line Training:

1. Using a computer with internet access, type in the following address into the webbrowser:

<http://ocmboces.org>

Note: For best results go to website directly from webbrowser and not from link within an email.

2. From the OCMBOCES Home Page, mouse over “**Menu**” and choose **Health & Safety** under ‘Quick Links’.
3. From Health & Safety, scroll down to “**Online Training**” and click on “**Right-To-Know and Bloodborne Pathogens**”.
4. View the presentation using the forward ">" or back "<" arrows at the bottom of the screen OR the ‘**Page Up**’ and ‘**Page Down**’ buttons on your keyboard.

NOTE: Questions Should Be Directed To: David Daignault, Safety Coordinator, 315-431-8591

5. At the end of the presentation you will be instructed to proceed to the mandatory quiz as below:

*“To Take the Required On-line Quiz” – “**Click Here**”*

NOTE: Some older versions of Internet Explorer and other webrowsers may not automatically direct you to the next instruction. If any error occurs, enter the following address directly into your webbrowser: <http://ocmboces.org/safetytraining/survey.cfm>

6. You will be asked to separately enter your First Name, Last Name, Title (i.e. Teacher Assistant), District (**choose “APW” from district pull down**), and type in your Worksite (i.e. Henry CTE). Please enter **brief** descriptions when entering Title and Work Location.
7. Click “**Submit Form**”. Your information will be electronically recorded in a database.
8. You will be taken to the quiz. Instructions are listed at the top of the quiz. Take the quiz and be sure to answer each question by clicking the circle next to the correct answer. When complete, click the “**Submit**” button. Your score(s) will be electronically recorded.
9. If you pass the quiz with a high enough score (11 out of 15), you will be instructed as below:
“You have scored XX out of 15. You have completed the training...”
10. If you score less than 11 out of 15, you will be instructed as below:

“You have scored X out of 15. You need to retake the course. Click here to view the course again.” Review the course and repeat steps 5 through 8.

Note: It is not necessary to print-out or submit optional certificate. Use for your personal record if needed.