

Wendy J. Rossi

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DCF Mandated Reporter Training (approximately 40 minutes):

- 1. To access the Login Screen: Enter or cut and paste into your web browser: https://portal.ct.gov/DCF/Mandated-Reporter-Training/Home
- 2. Follow the prompts.

Bloodborne Pathogen and Title IX trainings:

- 1. To access the Login Screen: Enter site.gcntraining.com/ into your browser's address bar, click Log In to View Training.
- 2. Select **NEW USER**
- 3. Enter our Organization ID: 136323r
- 4. Follow the prompts to locate your account and create a unique Personal ID.
- 5. Please add your email address to this page.
- 6. The Tutorial Listing Page. On the Tutorial Listing page, you'll see a list of tutorials have been required of you.

Sexual Harassment Training (2 hours):

- 1. Go to Google Search and enter CHRO.
- 2. Click on https://portal.ct.gov/CHRO.
- 3. Scroll down the page to Online training for Sexual Harassment and open link.
- 4. Please note that the program will monitor the length of time it takes you to complete the training. To meet the statutory training requirements, you must complete the full-**2 hours** of training.
- 5. Training videos will take you to YouTube but you will need to toggle back to the CHRO site to do the quizzes when prompted, so you will need to keep both tabs open.
- 6. After taking the quiz, you will then need to return to the video for review of the correct responses and subsequent segments.
- Upon completion of the Round Table Discussion segment, please click on the link to request a certificate of completion. <u>CHRO Sexual Harassment Prevention Training Certificate of</u> Completion Request Form (office.com)
- 8. If you cannot access this link return to https://portal.ct.gov/CHRO and scroll to locate the embedded link for the certificate there.
- 9. Please forward all certificates to Wendy Rossi, Region 14 Human Relations Coordinator at wrossi@ctreg14.org.