



# OFFICIAL MEMO

<b>To:</b>	Texarkana College Employees
<b>From:</b>	Phyllis Deese
<b>Subject:</b>	<b>Annual Training Required</b>

As a Texarkana College employee, you will be assigned required trainings during our annual training periods. Below is chart of these trainings and their annual due date.

[Here is the link](http://www.publicschoolworks.com/Pages/training.asp?di=805&euid=384646&dia=5ob78) for the training site, Higher Ed Works. If the link does not work, copy and paste the following address in a browser: <http://www.publicschoolworks.com/Pages/training.asp?di=805&euid=384646&dia=5ob78>.

After you log in, click on "Your Course List" and then click on "Enter Class" for each course listed.

Your login information:

**User Name:** enter the first letter of your first name added to your last name (e.g. jsmith for John Smith)

**Password:** enter the last four of your TC ID number

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments:

No.	Course Title	Reason	Due Date
M-017	Sexual Harassment	Required	October 11th
M-036	Disability in the Workplace	Required	October 11th
M-046	Discrimination-Free Workplace	Required	October 11th
M-050	Drug-Free Workplace	Required	October 11th
M-152	Student Privacy Rights (FERPA)	Required	October 11th
M-253	Disability Rights Laws	Required	October 11th
M-179	AED Use	Required	October 11th
M-366	IS-907 - Active Shooter: What You Can Do	Required	October 11th
M-013	Fire Safety and Fire-Extinguisher Use	Required	November 15th
M-227	Flu Prevention	Required	November 15th
M-148	Student Medical Emergencies	Required	November 15th
M-028	Slips, Trips and Falls Prevention	Required	November 15th

M-026	Bloodborne Pathogens for School Employees	Required	April 1st
M-368	Tornado Safety	Required	April 1st
M-193	Cultural Sensitivity in the Workplace	Required	April 1st
M-840	Cybersecurity Awareness- Texas	Required	April 1st
M-237	Child Abuse Identification & Prevention	Required	May 15th
M-576	Communicable Diseases	Required	May 15th