



## **GCN Training 2025-26**

Each year there is a significant amount of training and policy review that is required of public school employees. While it is easy to overlook these obligations, it is critically important that each such requirement be attended to with your full attention so that you are well aware of the content. In addition to ensuring that we follow and hold the expectation that our students will follow our safety protocols (not propping doors, not allowing others in doors that are not the assigned entry points, etc.), this is one more component of ensuring that we have safe and secure school buildings in which teaching and learning take place.

With this in mind, please complete the necessary GCN trainings by the deadlines noted below. GCN Login instructions are at the end of this email.

Complete the **Prevention and Emergency Response in K-12 Schools - Altaris module no later than Wednesday, September 10th.** This 40-minute training module and brief assessment covers:

- Prevention and Threat Assessment
- Lockout
- Lockdown
- Evacuation
- Shelter/Hold-in-Place
- Fire
- Staff-all-Call

**All staff in NYS schools must have completed the Altaris training by September 10th for us to comply with SED regulations.**

In addition, you will need to complete the following five modules, which are **required** no later than **October 1st**

- Bloodborne Pathogens
- Digital Security and Protection
- FERPA
- Sexual Harassment
- Hazard Communications
- Student Data Privacy
- Dignity for All Students Act

You may complete additional training relating to COVID-19 and Mental Illness. **These are optional:**

- COVID-19 Identifying Symptoms PDF
- COVID-19 Plan, Prepare, and Respond (Educational Institutions)
- COVID-19 Video: How to wear a Mask (OSHA)
- COVID-19 Video: Maintaining a Healthy School Environment
- COVID-19 Video: Proper Handwashing (CDC)
- COVID-19 Video: Wear a Cloth Face Covering (CDC)
- COVID-19 Workplace Guidelines
- Mental Illness and Disorders Awareness for Educators

### **GCN User Instructions**

1. Click here: <https://site.gcctraining.com/user-admin/login/171882d/> and enter your user ID.
2. If you don't remember your User ID, or if you've forgotten it, please choose: **I was not given a User ID, or I've forgotten it**
3. Let's Find your Account: Enter First Name, Last Name, and Email Address.
4. Create a user ID. Choose *Submit* and then close the mini window.
5. Log in with your newly created User ID and choose *Submit*.
6. Verify your name at the top.
7. Choose a module(s) to complete.