

OSHA CLASS SCHEDULE

January 2018 to June 2018

All classes will be held on the first floor of the Building G - Facilities Services on the TST BOCES campus, 555 Warren Rd, Ithaca, NY. Classes are open to all staff and faculty of TST BOCES, Candor, Dryden, George Junior Republic, Groton, Ithaca, Lansing, Newark Valley, Newfield, South Seneca, and Trumansburg Schools.

OSHA TRAINING FOR NEW EMPLOYEES- 8:30 to 10:30 AM

Third Wednesday of each month:

- January 17
- February 21
- March 21
- April 18
- May 16
- June 20

PLEASE NOTE

To register for a class, you must enroll using instructions on Frontline PD (formerly MyLearning Plan) website.

*****No Frontline/MLP login?*****

If you do not have a Frontline PD login, please refer to enrollment instructions on how to create a free account (Note: You may already have a login if you are employed at a school district. Please check with your supervisor before creating a new account.)

*****No internet access? Need help with registration?*****

If an individual needs to register for this course but does not have internet access, please contact Barry Derfel (Assistant Superintendent of Instructional Services) for assistance. [607\) 257-1551 ext. 1004](tel:6072571551) or bderfel@tstboces.org

Questions about course content/requirements? Please call [607\) 257-1551 ext. 6003](tel:6072571551)

Together we learn, lead, support and serve

Instructions to enroll in

TST BOCES Work Environment Health and Safety Classes

Please click on the link provided by MLP to begin enrollment process.

Scroll down the MLP page and click on the enroll button.

An orange rectangular button with the word "Enroll" in black text.

The next screen asks that you select a log in method.

A screenshot of a web registration interface. At the top, there is a blue header with a dropdown arrow and the text "Web Registration". Below this is a grey bar with a dropdown arrow and the text "Select Log In Method To Continue". Underneath, there are three orange buttons: "I'm a registered user", "I'm a new user", and "MyLearningPlan.com users". Below each button is a small block of text explaining the option. The first option is for users who have already created an account. The second is for new users, noting that the account is free and can be used to check registration status and maintain records. The third is for users whose organization subscribes to MyLearningPlan.com.

- If you already have a personal account set up in MLP click “I’m a registered user”, (far left).
- If your organization already uses MLP and you have a login and password established, click on “MyLearningPlan.com users, (far right).

If you do not have an established account or an account through your organization, please click on the middle option “I’m a new user”, follow the screen prompts to enroll and write down your login and password.

Under “basic information” for District/Organization you may use “other” if there is nothing appropriate on the dropdown list, if requested information is not applicable please use other or n/a. Complete your account setup and save.

- Once you have set up your account please log off completely, and then click the link above to go back to the enrollment screen. This time when you click to enroll the system will again prompt you to choose a method of log in, this time choose “I’m a registered user”, enter your new login & password and move through the enrollment process.