

Volume 12, Issue 3: November 2019 (2019-20 School Year)

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I. New: 2020 CTE SLE Required Trainings Schedule

For more information and the full 2020 calendar year schedule, please visit website below. **Schedule posted is of confirmed course dates only, registration is not yet available.** Please make note of training dates and locations and simultaneously plan school district / school approval processes, with purchase orders sent to us as soon as possible or pay by person check. Course prices and enrollment will be available late fall 2019.

<https://sph.rutgers.edu/training/nj-safe-schools/required-courses.html> Email: cscbre@sph.rutgers.edu

Please **send all checks and purchase orders to our address on the following link:**

<https://sph.rutgers.edu/training/nj-safe-schools/contact-us.html>

Other Notes:

Trainings start at 9:00am in 2019-2020 school year and finish between 3-3:30pm.

"Federal Wage & Hour & Child Labor Laws" course is only offered online; see details below.

A. OSHA 10+ (Two day in-person training)

This course has a mandatory online introduction. After you register online, an email will be sent approximately two weeks prior to the start of the course with additional information about the online portion. The online portion is the NJDOE 2-hour Safety and Health overview for 2.0 PDUs. This should be completed the week before the in-person class and no later than the week after the in-person course. Certificates and blue cards will not be mailed until requirements of this course have been completed, and payment is received.

B. Designing & Implementing Student Training Plans (Three day in-person training)

This course includes two in-person meeting days with a site visit day in-between. The 1st and 3rd days are at the location you register for and the 2nd day is off-site to allow flexibility in conducting required field visit(s) and preparing for group discussion. For the site visit day, you can contact NJDOE staff by email or phone to arrange a specific time period to talk with their SLE consultants.

C. New Jersey Wage & Hour/Child Labor Laws (One day in-person training)

D. Federal Wage & Hour and Child Labor Laws

Online course.

For more information, please email cscbre@sph.rutgers.edu

Note: There are no refunds for SLE courses paid by personal check or district/school check in advance; however, you may move to another open training date for the same SLE course in the same calendar year.

Note: Remember, as of July 1, 2019, the updated State of NJ minimum wage is now \$10.00 per hour.

Structured Learning Experience (SLE) Refresher Course

The SLE Refresher is now offered as a free online course on Rutgers Canvas learning management system.

Teachers, supervisors and other staff working in NJ K-12 public and charter plus certain private secondary schools will receive two professional development units upon completing the course.

If you are interested in enrolling and completing the SLE Refresher course, please email the New Jersey Safe Schools office at cscbre@sph.rutgers.edu or call at (732) 235-9095 or -4988. Thank you!

New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course (1 day - 9:00am to 4:00pm - price to be announced by end of 2019)		
Location & Date	Description & Online Registration (Note: Confirmed dates provided only; Cvent links activated late fall 2019.)	Directions
Newark, NJ at Essex County Vocational School Winter 2020	February 6, 2020	Directions
Freehold, NJ at Monmouth County Vocational School Winter 2020	March 5, 2020	Directions
Mays Landing, NJ at ACSSSD Spring 2020	March 26, 2020	Directions
Denville, NJ at Morris County Vocational School Spring 2020	April 2, 2020	Directions
Whippany, NJ at Morris County Library Spring 2020	April 30, 2020	Directions
Sicklerville, NJ at CCTS Spring 2020	May 21, 2020	Directions
Trenton, NJ at NJDOE LRC Summer 2020	June 11, 2020	Directions

OSHA 10 Plus (2 days - 9:00am-4:00pm - price to be announced by end of 2019)		
Location & Date	Description & Online Registration (Note: Confirmed dates provided only; Cvent links activated late fall 2019.)	Directions
Freehold, NJ at Monmouth County Vocational School Winter 2020	February 27-28, 2020	Directions
Newark, NJ at Essex County Vocational School Winter 2020	March 3-4, 2020	Directions

Somerset, NJ at Rutgers SPH- Office of Public Health Practice Winter 2020	March 18-19, 2020	Directions
Mays Landing, NJ at ACS SSD Spring 2020	May 6-7, 2020	Directions
Denville, NJ at Morris County Vocational School Spring 2020	May 27-28, 2020	Directions
Sicklerville, NJ at CCTS Summer 2020	June 9-10, 2020	Directions
Trenton, NJ at NJDOE LRC Summer 2020	June 24-25, 2020	Directions

Designing & Implementing Student Training Plans (3 days - 9:00am-4:00pm - price to be announced by end of 2019)		
Location & Date	Description & Online Registration (Note: Confirmed dates provided only; Cvent links activated late fall 2019.)	Directions
Newark, NJ at Essex County Vocational School Winter 2020	January 27-29, 2020	Directions
Denville, NJ at Morris County Vocational School Winter 2020	February 24-26, 2020	Directions
Freehold, NJ at Monmouth County Vocational School Winter 2020	March 11-13, 2020	Directions
Somerset, NJ at Rutgers SPH- Office of Public Health Practice Spring 2020	April 20-22, 2020	Directions
Mays Landing, NJ at ACS SSD Spring 2020	May 11-13, 2020 June 2-4, 2020	Directions
Trenton, NJ at NJDOE LRC Summer 2020	July 13-15, 2020	Directions

II. Reminder: “Special E-news” of Survey with E-Gift Card at End

Please refer to “special e-news” of October 1, 2019, and special reminders sent about it, and please do the survey by our team as funded by Rutgers Center on Gun Violence Research. It will take about 10 minutes to complete; at end, \$15 e-gift card option available as an extra incentive. Thank you in advance for your participation!

III. New: NJDOE and NJLWD Employment Certificates and Working Papers Training for Issuing Officers

The New Jersey Department of Education (NJDOE), in collaboration with the New Jersey Department of Labor and Workforce Development’s (NJLWD) Division of Wage and Hour Compliance, will host training sessions regarding Issuing Officer Training for Employment Certificates. These two-hour training sessions are for school officials who are designated by their local district board of education to issue the A300 Combined Certification and A310 Combined Certification forms for minors under the age of 18 who work in New Jersey, in accordance with Child Labor Laws and Regulations, N.J.S.A. 34:2-21.1 et seq. These forms are commonly known as employment certificates, working papers and special permits for agriculture, newspaper carriers or theatrical employment. These sessions will highlight the requirements and current updates for the completion of these forms, and participants will receive information and handouts from the NJLWD’s Division of Wage and Hour Compliance. If you are interested in this training opportunity, please refer to the following link for event dates, locations and registration. There are morning and afternoon sessions available on December 4.
<https://homerom5.doe.state.nj.us/broadcasts/2019/SEP/18/20606/Employment%20Certificates%20and%20Working%20Papers%20Training%20for%20Issuing%20Officers.pdf>

IV. New: National Apprenticeship Week November 11-17, 2019

National Apprenticeship Week (NAW) will take place on November 11-17, 2019. This nationwide celebration provides businesses, communities, and educators with the opportunity to showcase their apprenticeship programs and apprentices while providing important resources to career seekers. To learn more about hosting an event, issuing a proclamation, or materials and resources, please visit <https://www.apprenticeship.gov/national-apprenticeship-week>.

V. New: Redesigned NJ Safe Schools Web Pages

The NJ Safe Schools program has recently redesigned its Special Health Care Needs and Websites & Resources web pages. The web pages now display content in a matrix format for better organization and easier navigation purposes. To access a number of NJ and Federal safety and health, school-to-careers, and school-to work and/or apprenticeships resources, please visit <https://sph.rutgers.edu/training/nj-safe-schools/special-health-care-needs.html> and <https://sph.rutgers.edu/training/nj-safe-schools/websites.html>.

VI. Permanent NJ Safe Schools Resources (available online for free)

A. The non-SLE schedule will be added throughout the year. For more information, see below and visit <https://sph.rutgers.edu/training/nj-safe-schools/non-sle-general.html>.

Please contact us at 732-235-4988 or cscbre@sph.rutgers.edu for details and how to enroll. Note: There are no new course enrollments July through September of each calendar year.

B. Structured Learning Experience Frequently Asked Questions

(NJ Safe Schools website)

We have a frequently asked question (FAQ) section on the NJ Safe Schools website. There are over 50 FAQs on the list covering a range of topics in four subcategories pertaining to structured learning experiences (SLEs). Questions about SLE supervision eligibility, SLE program set-up, worksite placement considerations, required paperwork and on-site workplace concerns for students in SLEs are included. The list of FAQs was compiled from actual questions submitted by NJ teachers/supervisors. Each of the responses previously appeared in print or electronic newsletters through the NJ Safe Schools Program or the "SLE info share listserv." Please go to:

<https://sph.rutgers.edu/training/nj-safe-schools/faq.html>.

C. NJ Safe Schools Manual is annually updated to reflect the latest changes to both federal and/or State of NJ codes pertaining to the National Fire Protection Agency and National Electrical Code, Hazard Communication Standard, etc. The Manual includes a collection of self-inspection checklists covering environmental, health and safety regulations for secondary occupational and career orientation programs in New Jersey public schools and private schools for the disabled. The entire Manual is available to access online and as an app (see below), and meets Accessibility Guidelines.

Please go to the NJ Safe Schools website at <https://sph.rutgers.edu/training/nj-safe-schools/manual.html>.

Note: The Manual does not replace responsibility of each school district and school to provide students with a safe and healthful environment, i.e., beyond hazards outlined in Manual.

The Manual is also still available via mobile app for download in Google Play! The app name is "NJ SS Manual" if you want to look it up directly. This app is free to download! When accessed on a mobile device you will be prompted to download this free app.

The app has a home page plus three other sections easily navigated from a home page description--Checklists, Supporting checklists, Appendices (all as PDF files).

D. Online Incident Reporting Mandated by State of NJ Law

The New Jersey Safe Schools/NJDOE Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences is online at <https://sph.rutgers.edu/training/nj-safe-schools/incident-reporting.html>.

Schools are now required by code (N.J.A.C. 6A:19-6.5) to submit their incident report online. You can also download a copy of the newly updated "Guidance Manual for Completing the Incident Reporting Form" on this site. Note: The Guidance Manual was updated as of December 2018.