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### I. Ongoing Priority Section

#### A.) Teacher/Supervisor Trainings:

#### **Special Opportunity! During 2021-22 School Year, for teachers who are new to career and technical education: Work-Based Learning Supervision Training Application**

The NJ Safe Schools Program (NJSS) is implementing a special grant funded initiative in partnership with the NJ Department of Education-Office of Career Readiness. The goal is to provide teachers free work-based learning (WBL or formerly school-sponsored structured learning experiences) supervisory trainings for career and technical education (CTE) and WBL in non-hazardous occupations throughout NJ via targeted recruitment.

Teachers will represent the State of NJ, with equal opportunity by region (north, central, and south) and additional opportunity for teachers in larger urban/suburban populations serving historically underrepresented minority, low-middle income students. *Eligible teachers are endorsed (certification credentials) in CTE, agricultural education, business, and/or family and consumer sciences. This application is only available for those individuals that hold a NJ teacher certificate and a NJ CTE endorsement.*

There will be six cohorts of trainings available between fall 2021 and summer 2022. Participants are selected and assigned to cohorts #1-6 using application form via PsychData. At this time, you must rank cohorts #4-6 among your "top 3".

To access the application form and see if you are eligible, please visit

<https://www.psychdata.com/s.asp?SID=192380>.

*Please note: If you previously completed the four required courses for WBL, formerly school-sponsored structured learning experiences (SLE), then you do not need to retake these courses in this capacity. If you apply and are not eligible for this opportunity, NJSS will contact you and provide more information to register for our regular work-based learning training cohorts, held through July 2022 and again in early fall 2022, at reduced total cost and an improved administrative process.*

An outline of the four required courses for work-based learning supervision is below. The teachers eligible for the aforementioned opportunity are also required to take two other online topical courses—otherwise offered for free to teachers and students statewide—on apprenticeships and cyber-safety/cyber-security.

**A. Federal Wage & Hour and Child Labor Laws**

Online course. This course is hosted on the Rutgers Canvas learning management system (LMS) and takes about 5-6 hours to complete.

**B. New Jersey Wage & Hour and Child Labor Laws**

Online course for 2022. This course has two parts. First, the online course on the Rutgers Canvas learning management system (LMS), then the live session hosted on Microsoft Teams.

**C. OSHA 10 Plus**

Online course for 2022. This course has three parts. First, the “OSHA 10 General Industry” online course on CareerSafe, then the NJDOE 2-hour Safety and Health overview on the Rutgers Canvas learning management system (LMS), and lastly the live session hosted on Rutgers WebEx.

**D. Designing & Implementing Student Training Plans**

Online course for 2022. This course has two parts. First, the online course on the Rutgers Canvas learning management system (LMS), including the completion of the mandatory day two field assignment, then the live session hosted on Rutgers WebEx.

Cohort	Cohort Time Period	Online Synchronous Live Sessions (12-5PM)
Cohort 5	April 11 – May 20, 2022	May 12 or May 19, 2022
Cohort 6	May 23 – June 24, 2022	June 16 or June 23, 2022

## **B.) Registration Open for 2022 Regular Schedule of Trainings for Supervising Students in Work-Based Learning**

The regular schedule for work-based learning (WBL), formerly known as structured learning experiences or SLE) trainings for certified teachers only who are applying for a cooperative education coordinator certificate-hazardous occupations, a cooperative education coordinator certificate, or who are appointed to coordinate WBL placements has been released.

**Course prices and registration are now available.**

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

Six cohorts will be available for registration, with the first cohort beginning January 2022 and the last cohort ending in October 2022. **You must complete the four paid, required work-based learning online courses during the selected cohort's time period.** All trainings will be online, with asynchronous and synchronous parts to each of the four required WBL trainings.

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**D. Designing & Implementing Student Training Plans**

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**Note:** In 2021-2022, we are accepting payment by credit card via our new registration system, ANCOR. Courses paid by credit card are eligible for a full refund upon cancellation in 2021-2022. There are no refunds for courses paid by personal check or district/school check in advance; however, you may move to another open training date for the same course in the same calendar year. If you must, for a documented reason agreed to by NJ Safe Schools Program, delay completion of course(s), then we strongly suggest a delay of one cohort time period. We will handle specific requests on a case-by-case basis, in consultation with the NJDOE.

<b>Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders Course Online Course - \$100</b>		
Location	Course Dates	Online Registration
Online on Rutgers Canvas LMS	January - October 2022	<a href="#">Click Here to Register</a> Deadline for registration: September 30, 2022

<b>New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course Online Course - \$100</b>		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14, 2022	<a href="#">Click Here to Register</a> Deadline for registration: April 8, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 4, on Canvas: April 22, 2022 – June 3, 2022 Live Session: May 19 or 26, 2022	<a href="#">Click Here to Register</a> Deadline for registration: May 7, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 5, on Canvas: June 6, 2022 – July 15, 2022 Live Session: June 30 or July 7, 2022	<a href="#">Click Here to Register</a> Deadline for registration: June 17, 2022
Online on Rutgers Canvas LMS and Microsoft Teams for live session	Cohort 6, on Canvas: September 19, 2022 – October 28, 2022 Live Session: October 13 or 20, 2022	<a href="#">Click Here to Register</a> Deadline for registration: September 30, 2022

<b>OSHA 10 Plus Online Course - \$239 (includes CareerSafe voucher and card fee)</b>		
Location	Cohort Dates	Online Registration
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14, 2022	<a href="#">Click Here to Register</a> Deadline for registration: April 8, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 4, on Canvas: April 22, 2022 – June 3, 2022 Live Session: May 19 or 26, 2022	<a href="#">Click Here to Register</a> Deadline for registration: May 7, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 5, on Canvas: June 6, 2022 – July 15, 2022 Live Session: June 30 or July 7, 2022	<a href="#">Click Here to Register</a> Deadline for registration: June 17, 2022
Online on CareerSafe, Rutgers Canvas LMS, and Rutgers WebEx for live session	Cohort 6, on Canvas: September 19, 2022 – October 28, 2022 Live Session: October 13 or 20, 2022	<a href="#">Click Here to Register</a> Deadline for registration: September 30, 2022

<b>Designing &amp; Implementing Student Training Plans Online Course - \$300</b>		
Location	Cohort Dates	Online Registration
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 3, on Canvas: March 25, 2022 – April 29, 2022 Live Session: April 14, 2022	<a href="#">Click Here to Register</a> Deadline for registration: April 8, 2022
Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 4, on Canvas: April 22, 2022 – June 3, 2022 Live Session: May 19 or 26, 2022	<a href="#">Click Here to Register</a> Deadline for registration: May 7, 2022

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Online on Rutgers Canvas LMS and Rutgers WebEx for live session	Cohort 6, on Canvas: September 19, 2022 – October 28, 2022 Live Session: October 13 or 20, 2022	<a href="#">Click Here to Register</a> Deadline for registration: September 30, 2022

### C.) New: Free, Online Topical Courses for Students and Teachers/Supervisors

For 2022, the topical free courses for students (and teachers) are not reportable in NJ SMART towards graduation requirements, neither within career awareness nor career exploration; in 2020-2021 school year and fall 2021 of current school year (to 12/17/2021), career exploration had been approved.

For 2022, however, we encourage teachers and students to take advantage of these asynchronous, free, ~1.5-3-hour opportunities to augment in-person class and other online activities with your students. They can help meet curricular planning and implementation goals approved by district and school(s). Upon completing online courses, students and teachers will receive a certification of completion for each course. Also, teachers will receive professional development units (PDU).

To view a list of topical courses available for enrollment, please visit <https://sph.rutgers.edu/training/nj-safe-schools/non-sle-general.html>.

If you are interested in enrolling your students and yourself in any of the courses, please email [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu) with an excel spread sheet containing students' first name, last name and school administered (or formally accepted for tracking purposes) email address.

### D.) Official State and Federal COVID-19 Guidance (Online Resources)

The State of NJ has a number of credible resources regarding COVID-19. Live updates, announcements, health information and services, and resources for at home student learning can be accessed for free online. If you are interested in accessing official State of NJ guidance, please visit the following webpages:

- <https://covid19.nj.gov/>
- <https://www.nj.gov/health/cd/topics/ncov.shtml>
- <https://www.nj.gov/education/roadforward/> "The Road Forward: Engage, Recover, and Reimagine Education in New Jersey" (This includes information on new initiatives, funding sources available, and standardized testing plans for the remainder of 2021.)
- <https://www.nj.gov/education/> including tips (topics, posted in fall 2020 and spring 2020) for virtual professional learning and teaching/working with colleagues, students and their families: <https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml>.
- <https://rutgerstraining.sph.rutgers.edu/covid19/> COVID-19 Resources for Businesses and Workplaces from the Rutgers Center for Public Health Workforce Development

The NJ Department of Health (NJDOH) Communicable Disease Service has updated COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools for the 2021-2022 school year. This information is available on the Communicable Disease Service COVID-19 Information for Schools website at: [https://www.state.nj.us/health/cd/topics/covid2019\\_schools.shtml](https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml).

The NJ Department of Health (NJDOH) has also developed fact sheets on steps schools can take in improving indoor air quality with re-opening and continued operations. These include fact sheets on: 1) the different types of air cleaning devices (including ozone emitting air purifiers) which may pose a health risk to children and staff; 2) the PEOSH indoor air quality standard; 3) steps to improve ventilation; and 4) guidance on safe application of disinfectants to large areas.

These fact sheets can be found at: <https://www.nj.gov/health/ceohs/environmental-occupational/reducing-hazardous-exposures/index.shtml>.

The U.S. government also provides COVID-19 guidance related to schools.

A few resources are provided below from the U.S. Centers for Disease Control and Prevention (CDC) on latest guidelines, recommendations for protecting K-12 school staff, and cleaning and disinfection.

The link to a six-step infographic from the U.S. Environmental Protection Agency (EPA) for safe and effective disinfectant use in schools (and homes, etc.) is also included below.

A link to a list of hand sanitizer products one should not use from the U.S. Food and Drug Administration (FDA) is also provided below.

The NJ PEOSH Program recommends these resources as well.

The U.S. Department of Labor (DOL)-Occupational Safety and Health Administration also provides a fact sheet—downloadable in English and many other languages as a PDF file—on 10 steps to reduce your exposure to SARS-CoV-2, the coronavirus causing COVID-19. And, on 4/7/2021, U.S. DOL-Wage & Hour Division launched a new version of their website, <http://www.worker.gov>, also available in Spanish (click upper right corner, “Español”); alternatively, you can go directly to it, <http://www.worker/gov/es> (click upper right corner, English, to go back).

If you are interested in accessing these federal guidance files, please visit the following webpages:

- [CDC Operational Strategy for K-12 Schools through Phased Mitigation](#)
- [CDC Strategies for Protecting K-12 School Staff from COVID-19](#)
- [CDC Cleaning and Disinfection for Community Facilities](#)
- [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Six Steps for Safe & Effective Disinfectant Use](#)
- [FDA List of Hand Sanitizer Products You Should Not Use](#)
- [USDOL-OSHA 10 Steps Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#) with English PDF being, <https://www.osha.gov/Publications/OSHA3994.pdf>.

There are also school specific resources regarding COVID-19.

For example, below is a link to an infographic on mask guidance to use with high school students.

- <https://preventepidemics.org/covid19/resources/mask-playbook/>

## **II. Resources and Opportunities for Work-Based Learning**

### **A.) New: February 2022 was Career and Technical Education Month**

The Center for Advancing Policy on Employment for Youth (CAPE-Youth) released a blog on “Career and Technical Education Month” on February 23, 2022. This blog highlights the importance of career and technical education and the accomplishments of related programs across the nation. It also highlights CAPE-Youth resources on CTE for youth and young adults with disabilities.

[Read “Career and Technical Education Month”](#)

### **B.) New: Spring 2022 Cohort: Enrollment in Online NJ Employment Certificates Issuing Officer Course**

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 and the New Jersey Safe Schools Program (NJSS), are offering an online asynchronous version of the formerly in-person training on employment certificates for issuing officers on the Rutgers Canvas Learning Management System or LMS.

The training sessions are for school officials who are designated by their local district board of education to issue 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.

*This course is now available for enrollment for the spring 2022 cohort (3<sup>rd</sup> of current school year); it will begin*

March 17-18, 2022. The course must be completed by April 21, 2022. Enrollment is rolling through April 14, 2022.

Upon completion, participants will receive a certificate of completion for two PDUs.

In addition, NJSS will work with NJLWD to return answers to any questions you put in the Rutgers Canvas LMS course evaluation by April 29, 2022 if you are in this 3<sup>rd</sup> cohort of the current school year.

To register for the free course, please contact NJSS at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu). Please provide in your email your first and last name, school district/school, current title(s) at your secondary school, and your work e-mail plus a personal e-mail for back-up communication. Staff will provide you with access to the course via Rutgers Canvas.

For more information about employment certificates and special permits, visit the [NJLWD, Division Wage and Hour Compliance website](#). Should you have any questions about the course, please contact NJSS at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu).

### **C.) New: NJDOH Releases Safe School Chemical Management Resources**

The New Jersey Department of Health (NJDOH) recently developed two new resources on safe chemical management in schools. These resources address the proper storage and disposal of hazardous chemicals in school science laboratories in relation to the NJ "Right to Know" law for workers and communities. [<https://www.nj.gov/health/workplacehealthandsafety/right-to-know/>].

The 1<sup>st</sup> booklet titled "[Safe Chemical Management in School Science Laboratories: Guidance for Teachers and School Administrators](#)" provides guidance to public schools on managing laboratory chemicals, including purchasing, storage, labeling, and disposal. The goal of this booklet (which is based on CDC/NIOSH's School Chemistry Laboratory Safety Guide) is to prompt teachers to evaluate their chemical inventory, reassess the hazards of the chemicals being used, and encourage proper disposal of unused or expired chemicals.

The 2<sup>nd</sup> booklet titled "[Safe Chemical Management in School Science Laboratories: Surveillance Findings](#)" describes the prevalence of hazardous chemicals in NJ public schools based on 2017 Right to Know Online Survey data. This resource illustrates how frequently NJ public schools reported chemicals identified by CDC/NIOSH as having a hazardous nature beyond justified use in K-12 education.

For more resources on Reducing Exposures to Hazardous Substances from the NJDOH, please visit <https://www.nj.gov/health/ceohs/environmental-occupational/reducing-hazardous-exposures/index.shtml#2>.

### **D.) New: ScreenNJ Art Contest for NJ High School Students**

[ScreenNJ](#) is an initiative focused on increasing the awareness about the importance of cancer screening and improving screening rates across the state. Originally focused on colorectal cancer and lung cancer, which are among the most prevalent cancers in the state, ScreenNJ has recently expanded its efforts to also address breast cancer, skin cancer, prostate cancer, cancers related to family and genetic risk factors, and HPV (human papillomavirus)-related cancers such as cervical cancer. This expansion includes free access to cancer screening navigators who help individuals get screened and bring cancer screening services directly to communities.

ScreenNJ is inviting high school students across NJ to participate in a visual art competition to help visually communicate and celebrate the community-focused health promotion goals of the ScreenNJ program. This competition is open and accepting entries during March 2022 and winners will be announced in April 2022.

To learn more about the competition, please visit [screennj.org/art-contest/](https://screennj.org/art-contest/).

## **III. Permanent NJ Safe Schools Free Online Resources**

### **A. Redesigned NJ Safe Schools Non-SLE General Occupational Safety and Health Courses Web Page**



NJ Safe Schools program has recently redesigned its Non-SLE General Occupational Safety and Health Courses web page. The web page now displays content in a matrix format for better organization and easier navigation purposes.

To learn more about the free safety and health courses NJ Safe Schools offers to students and teachers, please visit <https://sph.rutgers.edu/training/nj-safe-schools/non-sle-general.html>.

## **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 meets Accessibility Guidelines.

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

The Manual page on the NJ Safe Schools Program website has a new look in summer-fall 2020 for its home page plus three other sections easily navigated from a home page description--Checklists, Supporting checklists, Appendices (each downloaded to your computer, tablet or smartphone as PDF files).

*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.

*Note:* The NJ Safe Schools Program released Manual update #43 for 2021 in late August. To support NJ school districts and schools re-opening local and county campuses, classrooms, gyms, laboratories and shops in August-September 2021 for in-person learning (general education, work-based learning, extracurricular activities, etc.), we wanted to remind our colleagues in administration and designated persons roles (facilities, operations and maintenance, Right to Know, etc.) of resources available online for free to assist walk-through assessments. To view a copy of the memo released regarding the Manual update, please visit <https://sph.rutgers.edu/training/nj-safe-schools/assets/docs/Manual-Update-Memo43.pdf>.

## **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.