

HEALTH & SAFETY REQUIREMENTS FOR PRACTICUM 2019-20

1. MINISTRY OF LABOUR HEALTH & SAFETY eLEARNING MODULE

This training must be repeated at the beginning of each academic year.

- Go to <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
- Internet Explorer (9 or 10) or Chrome 17 (or higher) is required to run the eLearning module. Note: Those using Windows 7 are advised to use Google Chrome 17+.
- The module takes 45-60 minutes to complete.
- The module is unable to keep track of your progress and must be completed in one sitting.
- You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module in order to submit it to the Practicum Office. The Ministry of Labour will not store your certificate or keep a record of training.
- **Make at least one copy of your certificate prior to submitting it to the Practicum Office.** You are required to provide a copy of your certificate to your school principal upon request.

Some school boards also require teacher candidates to complete additional board specific training. Please check the Schulich School of Education website to determine whether or not your school board has additional requirements.

2. CONCUSSION TRAINING

This training only needs to be completed once.

- Go to <https://coach.ca/making-head-way-concussion-elearning-series-p153487>
- On the right-hand side, choose the module - **Sport (Generic)**.
- If you have previously used system, login in with your current password, otherwise create a new account.
- This course should take approximately 60 minutes. Once completed, you will have to login to your "locker" to access & print your transcript.
- If you have previously completed the **Sport (Generic)** module and can access your old transcript, we will accept it.

SUBMISSION AND DEADLINES:

Submit your documents to the Practicum Office (ptoffice@nipissingu.ca or F201) by the applicable deadline below. A clear picture, scan, or hardcopy of your documents is acceptable.

Years 1 & 5 - due by noon on August 22, 2019

Years 2 & 6 - due by noon on September 20, 2019

Failure to submit the required documentation by the applicable deadline will result in a \$75 late fee and possible cancellation of the fall practicum block. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office, which could cause a delay in program completion/graduation. A \$425 administrative fee will apply.