PREA: SAH 101 & 201 Instructor Training



- Type in the title in the SEARCH field once logged in to the LMS. (Title is listed above.)
 SPECIAL NOTE: Check your transcript first to ensure you do not have the training already assigned to you. This curriculum will be assigned to all up-to-date PREA 101 staff instructors in June 2015, after this date you must search for the course. If the course is not assigned to you, please search for the course and REQUEST it.
 *This curriculum is only available in the LMS catalog to certified General Instructors, if you are not in the system as an active GI, you will not be able to find the course when searching.
- Click on the training title and select **REQUEST**.
 Note: This training request goes your supervisor as listed in BEACON, once approved it then goes to the PREA office for approval. Once approved, the curriculum will be activated on your transcript.
- 3. Once the curriculum has been approved and activated, you are ready to begin. **SELECT** the **curriculum title** or click on **OPEN CURRICULUM** to the right of the title.



- 4. This curriculum must be completed in a sequenced order. Here's the following order in must be completed in:
 - a. PREA: Sexual Abuse and Sexual Harassment (SAH) 101 (Actions Required: Activate, Launch)
 - b. PREA: Sexual Abuse and Sexual Harassment (SAH) 201 (Actions Required: Activate, Launch)
 - c. PREA: SAH 101 & 201 Instructor Test (Actions Required: Activate, Launch, Score 70% or higher)
 - d. PREA Instructor Training Supplement (Actions Req.: Launch, Review, Download/Print, Mark Complete)
- 5. Select **ACTIVATE** next to PREA: Sexual Abuse and Sexual Harassment (SAH) 101 to begin your curriculum. (*Below, shows an example for PREA 201, you must start with 101.*)

DO NOT select REQUEST EXEMPTION – there is no exemption for this course. The request does not route to

anyone. You must select ACTIVATE.

TITLE (CLICK ON () TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
PREA: Sexual Abuse and Sexual Harassment (SAH) 101	Online Class	None	No	Completed	Launch Evaluate
PREA: Sexual Abuse and Sexual Harassment (SAH) 201	Online Class	None	No	Not Activated	Request Exemp Activate
PREA: SAH 101 & 201 Instructor Test	Test	None	No	Pending Prior Training	Request Exemption
PREA Instructor Training Supplement	Materials	None	No	Pending Prior Training	Request Exemption

6. Next select LAUNCH.

TITLE (CLICK ON () TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS
PREA: Sexual Abuse and Sexual Harassment (SAH) 101	Online Class	None	No	Completed	Launch Evaluate
PREA: Sexual Abuse and Sexual Harassment (SAH) 201	Online Class	None	No	Registered	Launch
PREA: SAH 101 & 201 Instructor Test	Test	None	No	Pending Prior Training	Request Exemption
PREA Instructor Training Supplement	Materials	None	No	Pending Prior Training	Request Exemption

Note: Upon the completion of one course, the next in order will allow you to **ACTIVATE** it. Continue to complete all learning objects listed in Step 4 within the curriculum.

Important Note: The <u>PREA: SAH 101 & 201 Instructor Test</u> must be passed with **70%** or higher. You have 2 attempts to pass with a 70 percentile score. After your 2nd attempt, if you do not pass, the curriculum remains on your transcript as "Pending Approval". It must go through the approval process again (Reference Step 2). Once approved you can begin the curriculum again for the final attempt.