

Training REQUIRED to Staff NYLT in 2024

It is critical that all NYLT Staff, both Youth and adults, be on the same page and are equipped to work together to provide a safe and manageable environment for everyone.

There are a 4 training classes that all Staff must complete in order to be a part of the 2024 Operation Glacier Staff. Most of these are self-paced, meaning you must complete them on your own using online tools. One will be taught at Camp Cutler during Pre-Course.

ALL ARE MANDATORY as we are considered "Camp Staff at a Childrens Summer Camp".

Please do not delay in getting the following 3 self-study training courses out of the way ASAP. All of these must be completed and the Completion Certificates saved/scanned or a picture taken and emailed to nylt@senecawaterways.org **BEFORE July 12 2024** (so you have adequate time if you **start now**). Certificates will NOT be accepted via hard copy, so do not mail any certificates or drop them off to anyone. Staff CANNOT bring certificates to Course and cannot complete the training later than 7/12/2024. **Please email nylt@senecawaterways.org immediately if you feel you will have difficulty meeting these time requirements.**

1) Harassment Prevention for New York State & New York City Managers – Office 2 ANNUAL

- a. This Training will take **about 2 hours to complete** and can be saved along the way to take the Training in stages
- b. This training is done online through an organization called SkillSoft Compliance
- c. <http://www.skillssoftcompliance.com/academy/default.aspx?orgid=551502>
- d. Create New User account unless you know your username and password from taking the training in 2023
- e. As a Staff member (Youth or Adult), you are taking the "Manager" training
- f. You must pass the test to fulfill the Training, but if you fail the test, you can take the training over and take the test again
- g. **IMPORTANT** – At the end of the test, before you click Save and Exit, click the **Printer** icon and print the test results (saving to a PDF is the most convenient) so that you can send this to nylt@senecawaterways.org

2) Youth Protection Training (Y01) GOOD FOR 2 YEARS

- a. This is the Scouts BSA adult version of YPT
- b. This training takes about 90 minutes to complete
- c. This training is taken online by going to <https://my.scouting.org>
- d. Sign in if you already have a User ID, or create a new Account
- e. After signing in, click **My Training** and find **Youth Protection (Y01)**
- f. Take all 3 Modules and then take and pass the test
- g. Save your completion Certificate as a PDF and email to nylt@senecawaterways.org
- h. This training is valid for 2 years but if your expiration date is on or before 8/3/2024, you must take this again before July 5th, 2024

3) Hazardous Weather Training GOOD FOR 2 YEARS

- a. This training takes **about 30-40 minutes** to complete
- b. This training is taken online by going to <https://my.scouting.org>
- c. Sign in if you already have a User ID, or create a new Account (same Account as for YPT)
- d. Once signed in, it's easiest to now click this link: <https://training.scouting.org/catalog>
- e. Search for **Hazardous Weather** and take the Course (not the Learning Plan)
- f. Take the Course, pass the test and print/save/scan your Certificate and email to nylt@senecawaterways.org

NOTE: You can reprint certificates for Hazardous Weather and Youth Protection at <https://my.scouting.org/tools/my-training/completions>.