

## **INSTRUCTIONS TO ACCESS MANDATED SUICIDE PREVENTION TRAINING**

**NOVEMBER 8, 2016**

In compliance with Bill H 4376: *An Act Relative to the Reduction in Gun Violence*, **all public school district employees licensed by the Department of Elementary and Secondary Education** must complete at least **2 hours** of suicide awareness and prevention training **every 3 years**.

For those who were unable to attend the November 8, 2016 Suicide Awareness & Prevention Training provided by the Quabbin Regional School District, you may access **online training** through the Educators' EAP Suicide Prevention Training. The training fulfills state requirements and is divided into five modules:

- Creating a Competent School Community
- Risk Factors
- Warning Signs
- Action Steps
- Protective Factors that decrease risk

To access the training, please follow the instructions below.

1. Log on to [www.EducatorsEAP.com](http://www.EducatorsEAP.com) and click on the **Employee & Family** login button
2. If you already have a User Name and Password, simply enter and skip to step 7.
3. If you have never signed in previously, click on **REGISTER HERE**
4. Enter your Employer's name and click Continue.
5. Your employer's name will appear; select the button and click Continue.
6. Fill out the Registration Form and create your own User Name and Password, then click Continue.
7. Click the **Training Center**, then click **Compliance Training**, then click **Suicide Prevention Training**

**Once you have completed the training, please forward a copy of the Certificate of Completion to Human Resources. This training must be completed no later than November 30, 2016.**