

## Volunteering with BCPS- FAQ

Q1. Do I need to complete an application each year?

Yes, all volunteers are to complete an application each year to volunteer with BCPS.

[Link to application.](#)

Q2. What training is needed to volunteer with BCPS?

Volunteers are required to participate in school based large group training or complete the online training program and obtain a certificate of completion. Certificates and applications are to be presented to the school for further screening. Links to online training:

[\(new volunteers link\)](#)

[\(returning volunteers with a user name link\)](#)

Q3. I have completed the training and passed the quiz but the handbook still says required?

The online program is timed so it does not recognize that you have read the handbook. You have either read the handbook too quickly or printed the booklet. In order to proceed complete the following:

- 1) Log back into Safe Schools training. [Link to log in](#)
- 2) Click on the handbook course
- 3) Read the handbook scrolling through to the bottom of page 9.
- 4) Click the blue close window button in the upper right or left corner.
- 5) A new box will appear asking if you wish to close this browser. (click yes)
- 6) You will return to the handbook page and the NEXT button will become bold for you to click to proceed to the next page.
- 7) Check the box stating you have read the handbook and click submit.
- 8) You will be returned to the main training page and a green box will appear at the top of the page stating you have completed the training and ask you to print your certificate.

Q4. What do I do with my certificate and application once I have completed the training?

Certificates and applications need to be submitted to EACH school you plan to volunteer.

Q5. What do I do if I want to volunteer for more than one school?

Each school is required to have an application and certificate on file for each volunteer. You will need to submit an application and certificate to each school.

Q6. Can I reprint my training certificate?

Yes, you need to login to the safe schools site [Link to Safe Schools long-in](#) and you can select to print your certificate.

Q7. How do I switch languages from English to Spanish or Spanish to English? The bottom tool bar on the training page click on the links: [Cambiar el idioma al español](#) (for Spanish)