

## Procedure for Blood Borne Pathogen Training And Substitute Teacher Handbook

Substitute teachers are required to complete the Blood Borne Pathogen training prior to being employed as a substitute teacher. This may be done on line at the Hardin County School website. If you do not have access to a computer, it may be done by contacting Mr. Jeremy Davis at 731-925-3943 and scheduling a time to complete the training. In order to complete the training on-line, please see the following instructions:

1. Log on to the website at [www.hardincoschools.com](http://www.hardincoschools.com)
2. Scroll to the bottom and click on "Teacher Resources"
3. Access the Blood Borne Pathogen Power Point. At the conclusion of the site, you are asked to send an email to Kristen Tomlinson at [kristen.tomlinson@hctnschools.com](mailto:kristen.tomlinson@hctnschools.com) and this is verification that you have completed the training.
4. Prior to being approved each year, you must complete this training by either attending the annual in-service for substitute teachers and/or completing the training on line.