Ongoing Health & Safety Training Level II

The Level II online, on-demand series is designed to meet ongoing training requirements for staff working in state licensed and registered child care programs who have completed Level I SD Orientation training series. The Level II training is to be taken within 5 years of employment or Level I Orientation training as long as it was taken within the first 90 days of employment.

For assistance, you may contact the **Child and Family Resource Network** by email at SDSU.FRN@sdstate.edu or by phone **(605)-688-5730.** Staff are available to assist Monday-Friday 8am-5pm.

Create Your Account

1. Navigate to https://www.sdstate.edu/child-and-family-resource-network.
2. Click on the **Statewide Supports** tab at the top of the webpage.
3. Click on **Level II** for directions to **South Dakota ECE Ongoing Health & Safety Training Level II**.
4. Navigate to https://traininghouse.sdstate.edu/.
5. In the middle of the page, select the correct log in credentials.
    a. Non-SDSU Users: Click **Non-SDSU Users log in here.**
        i. Select **Create new account.**
        ii. Fill out the required fields and select **Create my new account**.
    b. SDSU Users: Click **SDSU User Login.**
        i. Fill in your username (firstname.lastname) and password and click **Login.**
6. **An email will be sent to the email address you listed. Check your email to find instructions to complete your new account registration.** If you do not see the email, be sure to check your Spam or Junk email folder.

Register for Ongoing Health & Safety Training Level II (Launched 2025)

1. Navigate to https://traininghouse.sdstate.edu/.
2. Select either **Non-SDSU Users log in here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **log in.**
4. Use the **search bar** in the **middle of the page.**
    a. **Search South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II (Launched 2025).**
5. Select **South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II (Launched 2025).**
6. Click the Self Enrollment link and enter the word **"safety"** in the box. Click on **Enroll Me.**
7. Complete the Registration Survey in order to gain access to the orientation trainings.

Access the Course

1. Navigate to https://traininghouse.sdstate.edu/.
2. Select either **Non-SDSU Users Login Here** or **SDSU User Login**, depending on what account you created.
3. Fill in your **username** and **password** and **log in**.
4. Scroll down to the list of **My Courses** and select **South Dakota Early Childhood Enrichment Ongoing Health & Safety Training Level II (Launched 2025).**

*Additional resources to support staff who may need support in navigating Traininghouse can be found https://www.sdstate.edu/child-family-resource-network/orientation-child or this tutorial video at **https://youtu.be/3-WxDavZ9rQ.**

Access to past Level II training series for staff that completed the course from 12/2019-1/2025

1. Navigate to **traininghouse.sdstate.edu.**
2. Select either Non-SDSU users login here **or** SDSU User Login**,** depending on which account you created.
3. Fill in your **username** and **password** and **Log in**.
4. Scroll down to the list of **Available courses** and select **South Dakota Early Childhood Enrichment Ongoing Health and Safety Level II.**

Frequently Asked Questions (FAQ) For Navigating the

South Dakota Early Childhood Enrichment Ongoing Health and Safety Training

LEVEL II

(Launched January 2025)

- **How do I get started with the online course?**
  - The Level II course allows self-enrollment by searching for the course title in the South Dakota State University Trainighouse Moodle learning hub software.
- **What is the self-enrolment key for Level II?**
  - The self-enrolment key for Level II is "***safety***".
- **What device is best to complete the Level II series?**
  - We highly encourage you to enroll and complete the series on a laptop device, or desktop computer.
- **Why am I required to take the Level II series?**
  - The Level II online, on-demand series is designed to meet ongoing training requirements for staff working in state licensed and registered child care programs who have completed the Level I - SD Orientation to Early Childhood and School-Age Care Series. The Level II training must be completed within five years from your date of employment.
- **Why are all the learning modules restricted?**
  - The learning modules will be activated once the "registration survey" is completed.
- **How do I know which module is which?**
  - Each learning module is numbered and titled within the orientation series.
- **Do I have to take the modules in order?**
  - You may take the modules in any order, however, Module 12: Pediatric First Aid in Early Childhood and School-Age Settings must be taken last as the Overall Course Completion Certificate date stamps the day you complete this module successfully.
- **What is the "interactive video" I must watch?**
  - Each learning module has an interactive video that all participants must watch. The "interactive video" should always be the first content available within each learning module. It is indicated with a small, black icon with an "HP".
- **How do I move from one learning module to another throughout the series?**
  - The "navigation text" (in a gray text box under each activity) will move you on to the next section or back to a previous one. This is how you will move through the class.
  - Another option would be to go back to each learning module's main page after the completion of each activity and/or quiz.
- **Why does the narration sound like an AI?**
  - It should be noted that an ***AI (Artificial Intelligence)*** program was used to narrate the classes. As a result, you may hear slight differences in the pronunciation of some words, due to the limitations of the software. These minor incidents will not impact the content.
- **How can I turn on the *Closed Captioning*?**
  - ***Closed captioning*** is automatically turned off when you begin viewing the video. If you choose to have closed captioning, you can turn it on by clicking on the 'CC' in the lower right corner of the screen, and clicking on "Subtitles".

- Also, you may notice that at times the CC may be ahead or behind the audio. This should not interfere with the content or your learning. (You might consider turning the audio or the Closed Captioning off, depending on your needs.)

- **Why is the *Closed Captioning* running faster than the audio?**
  - Again, ***Closed captioning*** is automatically turned off when you begin viewing the video. If closed captioning is turned on, it should be noted that not all the technology software that was used to create the revised version of SD Orientation is 100% efficient. We want to make you aware that there will be times when the closed captioning will run faster than the audio. If this is the issue, you will still have the option to turn it off by clicking on the 'CC' in the lower right corner of the screen. This should not interfere with the content or your learning.
  - If you wish to follow along with the closed captioning only, you have the option to turn on closed captioning by clicking on the 'CC' in the lower right corner of the screen and clicking on "Subtitles". Then you can turn off the audio by clicking on the "microphone" icon in the lower right corner of the screen.
- **What does it mean for the video to be interactive?**
  - **Interactives,** referred to as **pop-ups**, will occur throughout the class. These will be in the form of a true/false question, multiple choice, or a "drag and drop" and are indicated by a 'circle' on the video play strip at the bottom of the screen. The interactives will "pop up" spontaneously but monitoring the video strip will alert you when to expect them.
  - Pop Up scores are collected, but not graded and will display at the end of the training video. You must select the green "submit answers" for the review quiz to become available.
- **How do I obtain the additional resources discussed within each learning module?**
  - The resources that are referred to during each interactive video, can be found under ***Additional Resources*** at the bottom of the learning module's main page.
  - These resources are available for download.
- **What is the difference in completion of the orientation series for those working in Early Childhood program settings and School-Age settings?**
  - If you work in a School-Age program, you are not required to take learning Modules #2 and #6, as you are not caring for children under the age of five years.
  - Those of you working with children under the age of five years will need to complete all 12 modules.
- **How do I get a certificate after I complete a module?**
  - After completing the quiz with a passing grade, there will be a "navigation text" at the bottom right of the screen that will take you to a page where you can view and print the certificate. Those working in school-age programs will need to print out individual certificates for the 10 modules they are required to take.
- **How do I achieve and obtain a *Course Completion Certificate*?**
  - If you are working with children under 5 years, and have completed all 12 modules, you will achieve a ***Course Completion Certificate.***
  - Those in School-Age programs will not have a Course Completion Certificate, but rather 10 individual completion certificates.
  - After successfully completing Class #12: Pediatric First Aid in Early Childhood and School-Age Settings, you will have access to and can print the certificate listing all classes and the date of **course** completion.

- You may print out individual class completion certificates, but you will need proof that you completed the entire course for licensing purposes. The Course Completion Certificate can be found on the home page under Getting Started.

- **Why does my overall progress percentage not show 100%?**
  - If you are completing the training series as a school-age program staff, you are not required to complete Modules #2 and #6. When not completing these modules, it will alter your percentage as it looks at all 12 training modules.
    - If this is the case, please only refer to the overall completion certificate titled *Licensed School-Age Staff Course Completion Certificate of Achievement* that is available under "Course Completion Certificate of Achievement".
  - If you are not completing the training series as a school-age program staff and your overall progress percentage is not showing 100%, please double check if you have missed anything within all training modules.
    - If you cannot locate the missing item to complete, but the *Course Completion Certificate of Achievement* is available, please refer to this document only.
- **Is there another resource available on how to navigate the Level II series?**
  - Yes! A tutorial video is available to show what your screen should look like and how to navigate through each learning module through pictures (screenshots) and narration.
- **What do I do when both the FAQ sheet and tutorial video do not answer my questions, or I need more assistance?**
  - Please contact the Child and Family Resource Network located in Brookings, SD via email or phone.
    - Phone: **(605) 688-5730**
    - Email: **sdsu.frn@sdstate.edu**
    - Office Hours: Monday-Thursday [8 AM – 5 PM CST], Friday [8 AM – 4 PM CST]