

HEALTH & SAFETY REQUIREMENTS FOR PRACTICUM 2024-25

1. MINISTRY OF LABOUR HEALTH & SAFETY eLEARNING MODULE

This training must be repeated at the beginning of each academic year.

- Go to <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
- Internet Explorer (9 or 10) or Chrome 17 (or higher) is required to run the eLearning module. Note: Those using Windows 7 are advised to use Google Chrome 17+.
- The module takes 45-60 minutes to complete.
- The module is unable to keep track of your progress and must be completed in one sitting.
- You will receive a “Proof of Completion” certificate once you complete the training. You must save the certificate before exiting the module in order to submit it to the Practicum Office. The Ministry of Labour will not store your certificate or keep a record of training.
- **Make at least one copy of your certificate prior to submitting it to the Practicum Office.** You are required to provide a copy of your certificate to your school principal upon request.

Some school boards also require teacher candidates to complete additional board specific training. This information will be available in September.

2. CONCUSSION TRAINING

This training only needs to be completed once. If you have already completed this training to meet requirements for another program/affiliation, please follow the instructions for accessing your Locker and submit the certificate provided.

- Go to <https://coach.ca/nccp-making-head-way-sport>
- Choose your module – **Making Headway in Sport**
- If you have previously used system, login in with your current password, otherwise register a new account.
- Once you are logged in, choose “Multi-sport” from the drop down menu and then click on **Making Headway in Sport** from the left menu.
- At the bottom, choose your module – **Sport (Generic)**
- This course should take approximately 60 minutes.
- Once completed, you will have to login to your “**locker**” to access your certificate. Take a screenshot of your certificate showing the NCCP #, your name and the completed module. Send this screenshot to ptoffice@nipissingu.ca.
- If you have previously completed the **Sport (Generic)** module and can access your old certificate, we will accept it.

SUBMISSION AND DEADLINES:

You must submit a copy of your MOL and Concussion certificates to the Practicum Office **by 4:30pm on September 9, 2024**. Please submit through a Microsoft form. [CLICK HERE](#) to access the form.

Year 1/5 Teacher Candidates: Please submit your MOL and Concussion Certificates to ptoffice@nipissingu.ca until you receive a Nipissing University email address in mid-July. If you currently have a Nipissing email, please submit your documents through the Microsoft form.

Failure to submit the required documentation by the applicable deadline will result in a \$75 late fee (per document) and possible cancellation of the fall practicum block. Cancelled practicum must be made up in its entirety and will be rescheduled at the discretion of the Practicum Office, causing a delay in program completion/graduation.