

Districtwide Compliance Training 2022-2023 Completion Expectations – Substitute Teachers

Dear Returning Substitute Teacher:

We are pleased to welcome you back as a Montgomery County Public Schools (MCPS) Substitute Teacher for the 2022-2023 school year. As a school system employee, you are required to complete the online compliance training modules between July 1st and the first day of school. These online modules include critical compliance training on MCPS policies and regulations, as well as the MCPS Employee Code of Conduct. All employees in the district are required each year to take this training.

Compliance Training Modules

There are 10 modules. It will take approximately 3 hours and 40 minutes to complete the modules, which are estimated approximately 20-25 minutes in length for each module. It is essential that you complete all 10 modules prior to the first day of school. Please register and access this training at [Professional Development Online \(PDO\)](#) under course #91134 (for returning substitutes) or course #91133 (for new substitutes)

If you have difficulty registering for this module, please contact the Help Desk via email, Help_Desk@mcpsmd.org, or phone, 301-517-5800. If you do not have an account in PDO, please complete the attached form, Non-MCPS and Temporary Staff Account Request, to establish an account and return it to the PDO Administrator, 850 Hungerford Drive, Rockville, Maryland 20850.

Compensation

You will receive your hourly rate of pay for completion of all 10 compliance modules for 3 hours and 40 minutes. You can expect the payroll to be completed within 6 to 8 weeks from the completion date.

Completion Deadline

It is expected that the compliance training modules will be completed before the first day of school. By accessing the online compliance training, your completion of the training will be automatically recorded and received by the system. You will not need to provide evidence of completion to schools. **It is important to understand that failure to complete these modules before the first day of school will result in the Substitute Office suspending your account.** Should this occur, contact Mrs. Amy R. Bledsoe, Substitute Teacher Staffing Specialist, Department of Human Capital Management, Office of Human Resources and Development, at 301-279-3280, Amy_R_Bledsoe@mcpsmd.org, to discuss reactivation.

Important Resource Information

Important resource information, including a video tutorial for completing the compliance training modules, can be found on the [MCPS Student Welfare and Compliance website](#).

Technical Difficulties or Program Concerns

If you need help or encounter an issue:

1. Navigate to the Help Desk portal at <https://montgomery.service-now.com/sp> or via the MCPS Resources bookmarks folder
2. Search “compliance” in the search bar to find helpful guides and screencasts
3. If the guides don’t help resolve your issue, click **Get Help** on the right-hand side of the Portal homepage. Make sure to choose “Compliance Training” as the Service
4. For questions related to the content of the trainings, email SWC@mcpsmd.org

Thank you for all that you do on behalf of MCPS students, and I hope that you have a wonderful school year.

Sincerely,

Travis J. Wiebe
Director, Department of Human Capital Management
Office of Human Resources and Development