



proudly serving eligible Tri-Counties Regional Center families in San Luis Obispo and Santa Barbara Counties since 2003

Training Instructions

SB1343 and AB1825, sexual harassment prevention training and education, are mandatory statewide. Every respite worker/person paid by *Respite, Inc.* must complete a standardized one-hour training to comply with this mandate and continue as an active provider.

We've contracted with Impact Compliance Training (ICT), an online service that meets California state requirements. The training is a straightforward hour-long set of video segments followed by questions. To access the training, please follow these instructions:

- Using a computer, smart phone or tablet with Internet access, go the ICT website at: [eLearning System \(bistrainer.com\)](http://eLearning System (bistrainer.com))
- On the login page click the blue "Enter Code" button and type in the unique ten-digit code found on the top right side of the label attached to the letter/postcard you received, then click "Submit."
- Your Payroll Number, found on the left above your name on the letter/postcard, appears in the User ID box on your account. You will see a pop-up during the activation process notifying you of a system-generated username. You can use either your Payroll Number or the ICT username to log in.
- Create a password and click "Accept" to begin the video segments. Each video will be followed by questions to be answered before moving onto the next video segment. These can be started, stopped, or paused as needed, throughout the training. Log in will be required if you exit/log out before completion.

If you need technical assistance, email: help@bistrainer.com or call 1-866-416-1660

This training is mandatory for all workers in California. Once you have completed the training, you're done! ICT will automatically notify us when you have completed the course. You do not need to do anything else.

Label Format

Your Payroll Number

Your Access Code

Pay#: 0000	Code: XXXXXXXXXXXX
EXAMPLE NAME	
1111 EXAMPLE DR.	
EXAMPLE, CA 93446	