**CYFD Health & Safety Online Orientation**

* Go to [www.nmels.org](http://www.nmels.org)
* Register for the online training course
  + Choose any children’s choice site (your primary site is best).
  + Select “Lead Teacher”
* Complete the online training (takes 1-3 hours)
* Print the online certificate.
* Attach to your timesheet.
* Be sure to include 3 hours of training time under Non-Ratio Hours on your timesheet.