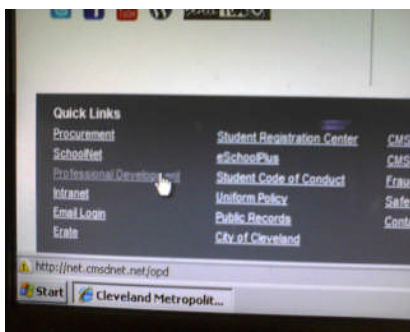


PLEASE READ CAREFULLY!

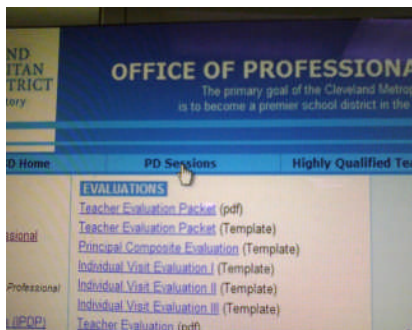
EARLY RELEASE NAVIGATION ASSIGNMENT GUIDE

Go to www.cmsdnet.net

Scroll down to the bottom the webpage to Quick Links. Click on the link that says Professional Development.



You should be on the OFFICE OF PROFESSIONAL DEVELOPMENT webpage. Click on the link that says: **PD session** (horizontal bar across the top of the page in dark blue letters). See example below.



The very next page should look like this display➔. There will be categories of classes highlighted in gold. There will be the **SAFETY AND SECURITY** category. Your assignment is located under **SAFETY AND SECURITY**; you will need to click on link:

<http://training.fema.gov/EMIWeb/IS/IS100SCA.asp>



After clicking the link your screen should navigate you to the FEMA Website with assignment location.



To the right of the screen you will notice a box that says: **TAKE THIS COURSE**. Click on the link in the inside of the box that says: **[Interactive Web-based Course](#)** to begin your assignment.

Once you have completed the course you should go to the right of the screen again, and you will notice a box that says: **TAKE THIS EXAM**. Click on the Link that says: **[Take Final Exam](#)** to complete your test. After taking your exam you should receive a Certificate of Completion.

Fax your Certificate to the Safety and Security office at (216)574-8555.

**YOUR ASSIGNMENT IS DUE BY THE END OF WORK DAY,
February 8, 2012 GOOD LUCK!**