

Welcome to the new online safety platform run through UCLA's CCLE (<https://ccle.ucla.edu>). With this new platform, all CCN affiliated staff, students, and volunteers are able to enroll in the Staglin Safety Site, view the required safety materials, and complete their safety exams online. Here are the instructions to move through the entire process:

1. Enrolling

- a. Undergraduate/Graduate Students: Login to CCLE using UCLA Logon ID and search for the 'Staglin Safety Site' or for 'CCN'. Click "Enroll Me", enter the enrollment code: **CCNSafe**, and click continue/enroll.
- b. UCLA Health Staff/Volunteers: For those with a mednet credentials, click the link below the login fields (highlighted green box) and login to CCLE using mednet credentials and enroll via the same instructions in (a) above.

Sign In with your UCLA Logon ID

- Forgot your [UCLA Logon ID](#) or [Password](#)?
- [Need a UCLA Logon ID?](#)

or

Are you a member of UCLA Health Sciences?

[Sign in with your Mednet username and password](#)

2. Navigating the Site

- i. Home: General information and announcements.
- ii. Resources: Safety information to review before starting the certification process, including the CCN Safety and Operation Manuals, the Safety Video, a link to the traditional safety info website, CCN's COVID resources page, and the Reference Button PDF used for the Safety Quiz.
- iii. Exam Schedulers: Schedulers are currently INACTIVE, as all exams are done remotely

and the verbal exam is scheduled directly with the CCN Tech (jmgilbert@mednet.ucla.edu) and administered via zoom.

iv. Safety, COVID, ReCert Exams: Links to testing required in order to obtain user certification. All tests can be completed remotely. The Safety Quiz and Recertification Exam require passkeys, see below.

Staglin Safety Site

Welcome to the CCN safety website!



Announcements

[Access restrictions](#)



Discussion forum

[Access restrictions](#)

Resources

Here you will find helpful resources to study for the safety exams.

[Access restrictions](#)



CCN Safety Manual

[Access restrictions](#)



CCN Operations Manual

[Access restrictions](#)



CCN Safety Video

[Access restrictions](#)



COVID Resources Page

[Access restrictions](#)



e-MRI Instrumentation and Safety

[Access restrictions](#)



ReferenceButtons

[Access restrictions](#)

Exam Schedulers

 INACTIVE: Scheduler for Safety Quiz [Access restrictions](#)

 INACTIVE: Scheduler for Verbal Exam [Access restrictions](#)

Safety and Re-Cert Exams

 CCN Safety Quiz [Access restrictions](#)

Please use the Reference Button PDF located in the Resources section for the first 9 questions of the Safety Quiz.

 Re-Certification Exam [Access restrictions](#)

Take this quiz after your safety certification has lapsed!

 CCN COVID-19 Training Quiz [\(Private Course Material\)](#) (hidden) [Access restrictions](#)

This quiz has been closed as of June 19th. Please take COVID quiz 2.0

 COVID Quiz 2.0 [\(Private Course Material\)](#) [Access restrictions](#)

3. Scheduling

- A. All exams administered via CCLE can be taken remotely and no longer require using the online scheduling system. This includes the Safety Quiz, COVID Quiz, and Recertification Exam. The Safety Quiz and Recertification Exam require passkeys, see below.

~~Scheduling for both the initial safety exam and secondary oral exam can be done through the built in exam schedulers. Once student/staff/volunteer has enrolled in the course and is comfortable with all of the safety materials, schedule a time to come take the safety quiz on the CCN's testing computer. After passing the safety exam, navigate back to the exam schedulers section and schedule a time slot for an oral exam. **NOTE:** Emailing Jared for scheduling purposes is no longer necessary! He is automatically notified when an exam is scheduled through the CCLE system, and has no ability to schedule either the computer or oral exams in lieu of the scheduling platform.~~

4. Exams

- A. Safety Quiz: The Safety quiz can be taken remotely using the passkey: **SafetyQuiz123@**. Feedback for the questions is not provided, but the CCN Tech is available to answer any questions in between attempts. After passing the exam, email CCN Tech (jmgilbert@mednet.ucla.edu) in order to schedule the verbal exam. If the score received is not high enough to pass, at least one day in between attempts is required. Simply log back into CCLE, enter the passkey and try again.
- B. VerbalExam: The verbal exam is administered via zoom, please reach out to CCN

Tech in order to schedule. Typical verbal exam times are between 30-40min.

- C. ReCert Exam: The recertification exam has also been moved to the safety site. This quiz can be taken anywhere, use the passkey: **Re-cert123** to attempt. If the score obtained was not high enough to pass, the exam can be taken again after waiting approximately 15-minutes in between attempts. These questions do provide informative feedback. Take the mandatory 15-minute interval to review the feedback before attempting again. Once passed, please email CCN Tech to update the recertification status.

The goal for creating this platform was to establish a clear and consistent process for certifying users, regardless of who is overseeing the safety process. It's no longer necessary to waste time emailing back and forth with CCN staff for scheduling dates, or waiting for testing results.