

WESTWOOD PUBLIC SCHOOLS  
Westwood, Massachusetts

**MEMORANDUM**

TO All Staff  
FROM J. Cianciarulo, Assistant to the Assistant Superintendent  
SUBJECT Annual mandated trainings

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In accordance with Massachusetts law and district policy, all employees are required to complete annual online trainings. The process for completion is outlined below.

Visit [www.wpss.org](http://www.wpss.org) and click "Annual Training Module" in the third column.



If you have a Westwood Schools email, you may use your login information. Otherwise, please use the following credentials for access:

Username: [training@westwood.k12.ma.us](mailto:training@westwood.k12.ma.us).  
Password: westwood

Read the instructions and click "Go on to the next page."



Please note that "Go on to the next page" will lead you through each step. At the end of Part 1, complete the form to submit your responses. Next, continue onto Part 2.



Please review the information, enter your data in the form, and press submit.

Continue onto Part 3 to complete the examination for certification by the State Ethics Commission. (Note: Part 3 is only required every other year.)

Once certification is granted, please print and return a copy of the certificate to your school office or to John Cianciarulo in the District Administration office.