

How to Complete: Mandatory Reporter Training

What do I need to know?

All staff are required to complete **both** Child and Dependent Adult Abuse trainings within their first 90 days of employment and maintain recertification every 3 years.

- It will take a total of 4 hours to complete both of the Child & Dependent Adult trainings initially (2 hours each).
 - Mandatory reporters must then take 2 hours of re-certification training within 3 years of the initial training to remain in compliance. If after the 3 year date it will be the full 4 hours again.
- Google Chrome is the web browser that should be used when completing this training.
- If you have any difficulty creating an account, logging in, accessing the training page or experience any problems during either of the mandatory reporter trainings, please contact the Iowa State University Child Welfare Research and Training Project at: servicetraining@iastate.edu and notify your supervisor right away.

How do I take this training?

Both the Child Abuse Mandatory Reporter Training and the Dependent Adult Mandatory Reporter trainings are available through the Department of Human Services website here: <https://training.hs.iastate.edu/login/index.php>

1. Click on **Create new account** and fill out the required information.
 - When creating a new account it will ask you to put in your supervisors information which can be found on page 2 of this handbook.
2. After registering and when logged in at the top of the page follow the links under Mandatory Reporter Training to complete both Dependent Adult Abuse and Child Abuse trainings:



3. Complete the **Pre-Test, all Modules, Post-Test, and Evaluations** for both Dependent Adult Abuse and Child Abuse courses.

Note: You must watch 100% of each training video to receive credit and move to the next video module. You must also complete the course evaluation in order to receive the certificate.



4. After you have completed the steps above for each training, click on **Certificates**, then click on **get your certificate** to view and print a copy.
5. **Give both copies of the certificates to your supervisor** to be added to your training records. *You can either print and turn in a paper copy or e-mail pictures/PDFs of the certificates.*