



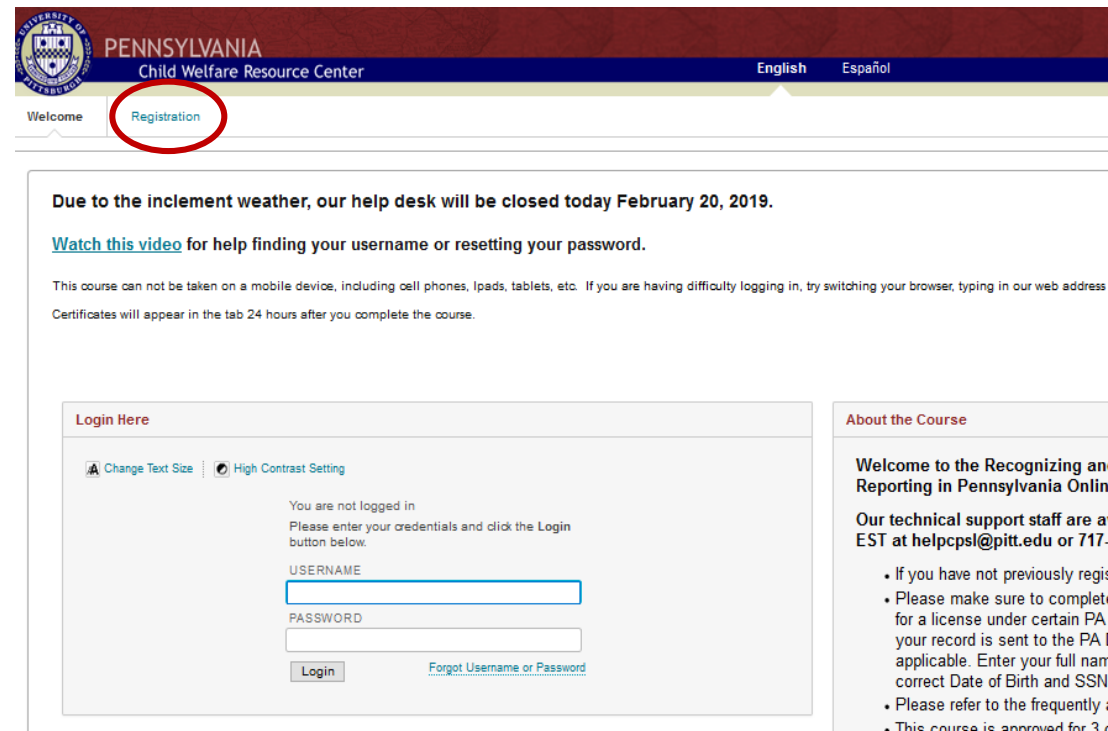
**Connecting the Pieces**

# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

*Note: This course CANNOT be taken on a mobile device or tablet. Please complete the course on a laptop or desktop.*

- ❖ Go to website: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). It will take you to the Welcome page.
- ❖ Click on Registration



The screenshot shows the website for the Pennsylvania Child Welfare Resource Center. The header includes the University of Pittsburgh logo and the text "PENNSYLVANIA Child Welfare Resource Center" with language options for "English" and "Español". A navigation menu at the top has "Welcome" and "Registration" links, with "Registration" circled in red. Below the navigation, a message states: "Due to the inclement weather, our help desk will be closed today February 20, 2019." A link to "Watch this video" is provided for help finding a username or resetting a password. A note specifies that the course cannot be taken on mobile devices and that certificates will appear in the tab 24 hours after completion. The main content area features a "Login Here" section with a "Change Text Size" and "High Contrast Setting" option. It includes a message: "You are not logged in. Please enter your credentials and click the Login button below." There are input fields for "USERNAME" and "PASSWORD", a "Login" button, and a "Forgot Username or Password" link. To the right, an "About the Course" section welcomes users to the "Recognizing and Reporting in Pennsylvania Online" course and provides technical support contact information: "Our technical support staff are available EST at helpcpsl@pitt.edu or 717-607-1234." A list of bullet points includes: "If you have not previously registered, you must first register for the course.", "Please make sure to complete a registration form for a license under certain PA Board rules. Your record is sent to the PA Board for review, if applicable. Enter your full name, correct Date of Birth and SSN as applicable.", "Please refer to the frequently asked questions page for more information.", and "This course is approved for 3 contact hours."



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ On the registration page, fill in the information that is highlighted in blue.
- ❖ Check the box if you do not want your information to be sent to the Department of State for initial licensure or license renewal.
- ❖ Click submit

The screenshot shows the registration page for the Pennsylvania Child Welfare Resource Center. The page title is "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania. New". The registration form includes the following fields:

- Title (Mr, Mrs, Dr, Prof, etc.):
- First Name:
- Middle Name:
- Last Name:
- Suffix (MD, DDS, PHD, MSW, etc.):
- Primary Email Address (you must be able to access this email account to reset your password):
- Confirm Primary Email Address:
- Secondary Email Address:
- Confirm Secondary Email Address:
- County of Residence: (dropdown menu)
- County of Employment: (dropdown menu)
- Gender: (dropdown menu)
- Race: (dropdown menu)
- Ethnicity: (dropdown menu)
- Have you ever made a report of child abuse before?: (dropdown menu)
- How did you hear about this course?: (dropdown menu)
- Are you currently licensed or will you be applying for a license within the next 6 months through one of the following Pennsylvania boards?: (dropdown menu)

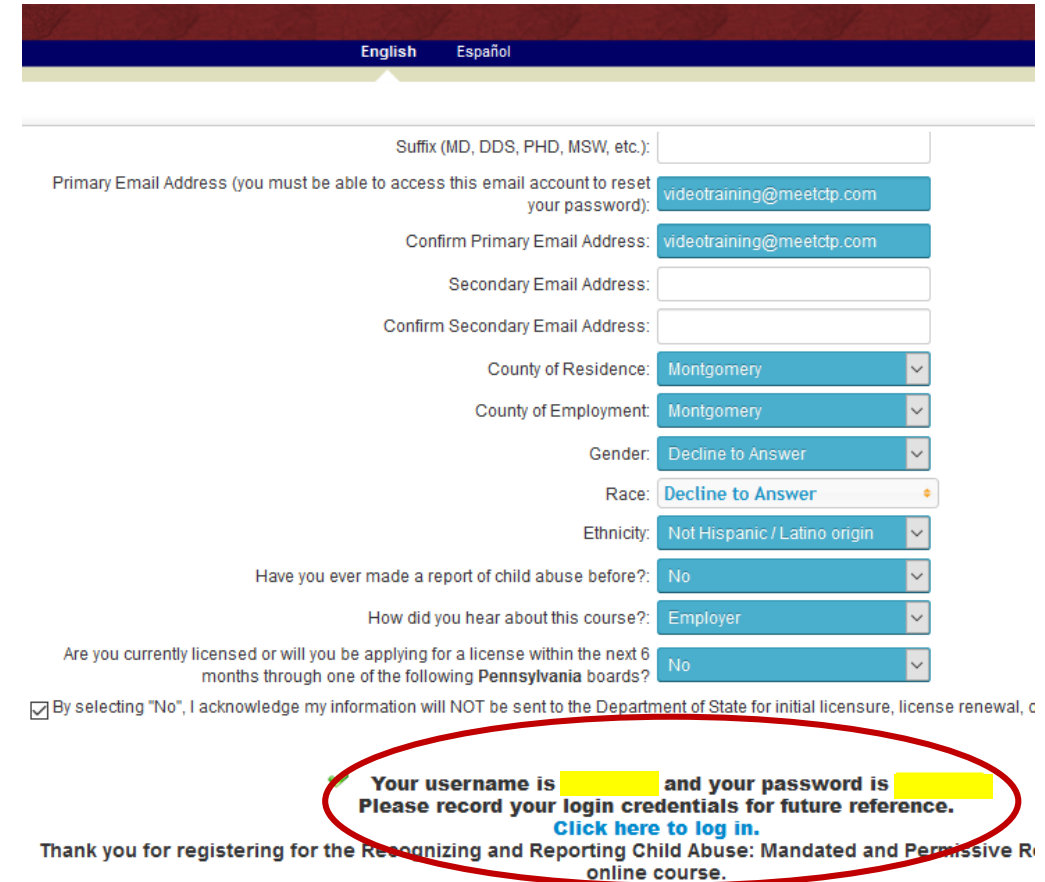
At the bottom of the form, there is a checkbox:  By selecting "No", I acknowledge my information will NOT be sent to the Department of State for initial licensure, license renewal, or license reinstatement.

A red circle highlights the name fields (Title, First Name, Middle Name, Last Name, Suffix) and the dropdown menus for County of Residence, County of Employment, Gender, Race, Ethnicity, and the checkbox area.



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ After you click submit, your **username** and **password** will generate below as shown in the image.
- ❖ Please click on “**click here to log in**” to start your Mandated Reporter Course.
- ❖ This program is a three (3) hours course. It is recommended that you allocate enough time in your day to complete the whole course and receive your certificate. However, if you cannot, you may also click on ‘Save and Close.’ The program will save the course and you can pick it back up from when you left it.



English Español

Suffix (MD, DDS, PHD, MSW, etc.):

Primary Email Address (you must be able to access this email account to reset your password): videotraining@meetctp.com

Confirm Primary Email Address: videotraining@meetctp.com

Secondary Email Address:

Confirm Secondary Email Address:

County of Residence: Montgomery

County of Employment: Montgomery

Gender: Decline to Answer

Race: Decline to Answer

Ethnicity: Not Hispanic / Latino origin

Have you ever made a report of child abuse before?: No

How did you hear about this course?: Employer

Are you currently licensed or will you be applying for a license within the next 6 months through one of the following Pennsylvania boards? No

By selecting "No", I acknowledge my information will NOT be sent to the Department of State for initial licensure, license renewal, c

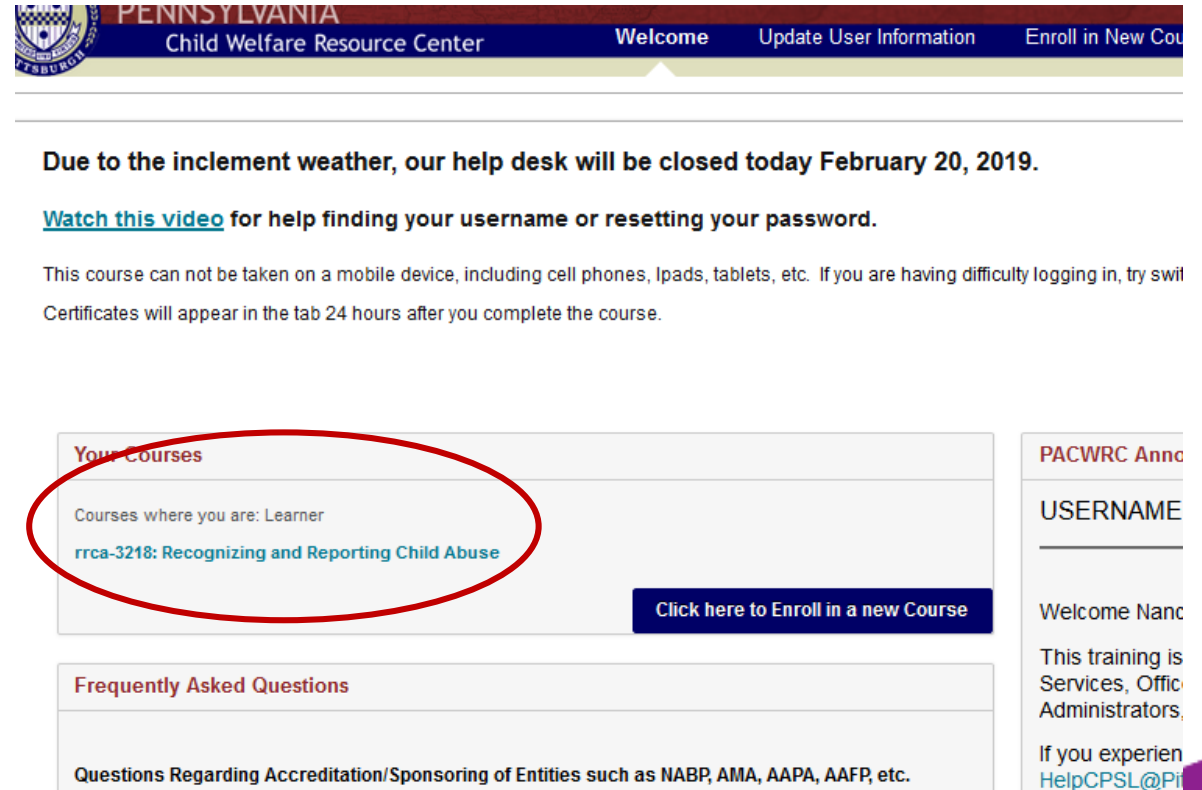
Your username is [redacted] and your password is [redacted].  
Please record your login credentials for future reference.  
[Click here to log in.](#)

Thank you for registering for the Recognizing and Reporting Child Abuse: Mandated and Permissive R online course.



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ After you enter in your username and password and click login, on the left side of the screen you will see a box that says 'Your Courses'
- ❖ Click on 'rrca-3218: Recognizing and Reporting Child Abuse'



The screenshot shows the Pennsylvania Child Welfare Resource Center website. The header includes the state seal and navigation links: 'Welcome', 'Update User Information', and 'Enroll in New Course'. A notice states: 'Due to the inclement weather, our help desk will be closed today February 20, 2019. Watch this video for help finding your username or resetting your password.' Below this, a note says: 'This course can not be taken on a mobile device, including cell phones, Ipads, tablets, etc. If you are having difficulty logging in, try switching to a desktop computer. Certificates will appear in the tab 24 hours after you complete the course.' The 'Your Courses' section is highlighted with a red oval and contains the text: 'Courses where you are: Learner' and 'rrca-3218: Recognizing and Reporting Child Abuse'. A blue button next to it says 'Click here to Enroll in a new Course'. To the right, a sidebar shows 'PACWRC Announcements', 'USERNAME', and a welcome message to 'Nancy'.

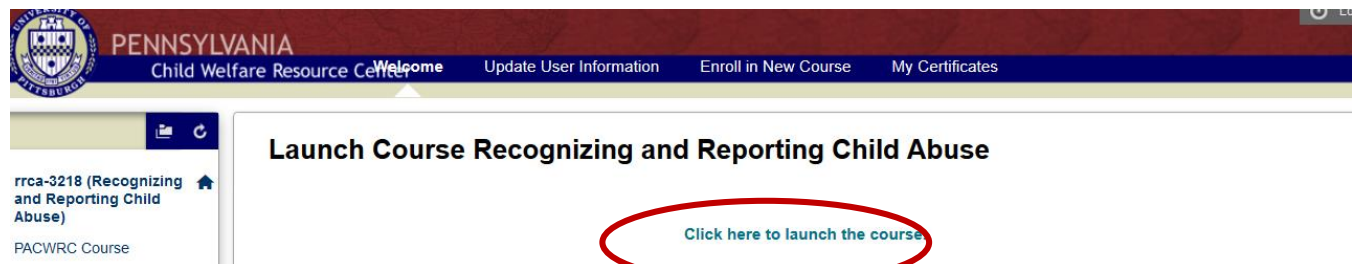


# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ Click on Recognizing and Reporting Child Abuse

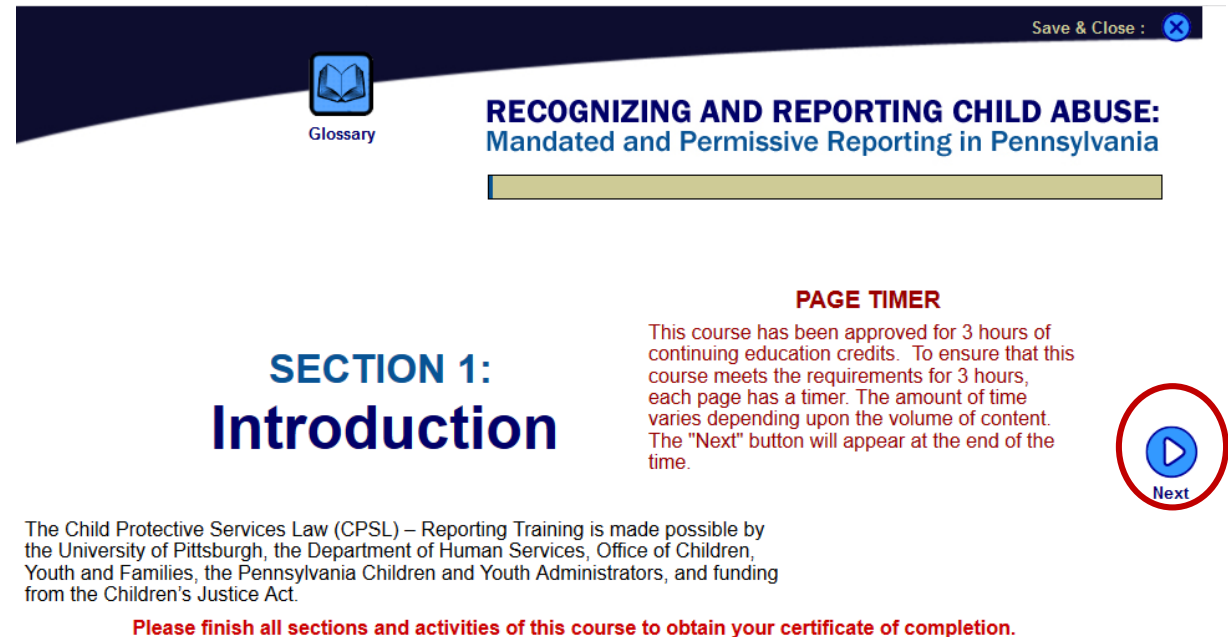


- ❖ Click on 'Click here to launch the course.' Now you are ready to begin!





# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ Read through the information and follow the prompts. After the timer counts down to zero, click on the 'Next' Arrow
- ❖ Please note: The course session will time-out after 45 minutes of inactivity. If your session does time-out, you will need to relaunch the course and you will be returned to where you left off.



The screenshot shows a course interface with a dark blue header. On the right side of the header, there is a 'Save & Close' button with a close icon. Below the header, there is a 'Glossary' icon and a yellow progress bar. The main content area is white and features the text 'SECTION 1: Introduction' in large blue font. To the right of this text is a 'PAGE TIMER' section with a red border, containing text about course credits and a 'Next' button with a play icon. At the bottom of the page, there is a paragraph of text about the Child Protective Services Law (CPSL) and a red instruction to finish all sections.


Save & Close : 

  
Glossary

**RECOGNIZING AND REPORTING CHILD ABUSE:  
Mandated and Permissive Reporting in Pennsylvania**

**SECTION 1:  
Introduction**

**PAGE TIMER**  
This course has been approved for 3 hours of continuing education credits. To ensure that this course meets the requirements for 3 hours, each page has a timer. The amount of time varies depending upon the volume of content. The "Next" button will appear at the end of the time.

  
Next

The Child Protective Services Law (CPSL) – Reporting Training is made possible by the University of Pittsburgh, the Department of Human Services, Office of Children, Youth and Families, the Pennsylvania Children and Youth Administrators, and funding from the Children's Justice Act.

**Please finish all sections and activities of this course to obtain your certificate of completion.**

# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

Here are some images of the first few slides of the courses session you will see:

The screenshots show the following content:

- Slide 1:** Welcome to **RECOGNIZING AND REPORTING CHILD ABUSE: Mandated and Permissive Reporting in Pennsylvania**. Features a group of diverse children.
- Slide 2:** **Course Learning Objectives**. By the end of this course, you will be able to:
  - Identify the infrastructure for protecting children from abuse in the Commonwealth of Pennsylvania
  - Identify the expanded legal definition of Child Abuse according to Pennsylvania's Child Protective Services Law
  - Recognize potential indicators of child abuse
  - Determine when to report suspected child abuse
  - Describe the roles, rights, and responsibilities of mandated and permissive reporters of suspected child abuse
  - Recognize the process that follows after a report is made
  - Self-identify as a mandated or permissive reporter
  - Follow the process for reporting suspected child abuse
- Slide 3:** **Table of Contents**. A list of sections: Section 1: Introduction, Section 2: Defining Child Abuse, Section 3: Potential Indicators of Abuse, Section 4: Human Trafficking: Labor Trafficking and Sex Trafficking, Section 5: Determining Reasonable Cause to Suspect, Section 6: Reporting Child Abuse, Section 7: Reporting Requirements for Substance Exposed Infants, Section 8: After You Report, Section 9: Reporter Rights and Responsibilities, Section 10: The Reporting Process, Section 11: Wrap-Up. A red arrow points to the text: "Once you have completed the course the Table of Contents will be made available for your future reference. You will be able to click on any page in the table of contents to visit that page."
- Slide 4:** **Scenario**. **Before we begin, consider this scenario:** Samantha, age 2½, is an active child, and often arrives at her daycare center with bumps and bruises. Today, she arrived with what looked like burn marks on the backs of her legs. The daycare provider asked Samantha's father about the marks that evening when he picked her up from the center. He said that Samantha had tripped over the space heater at home and had fallen on top of it. The daycare provider does not think the burn marks match those which a child might get from falling on a space heater. She questions in her mind how a child who tripped over a space heater could fall on it so that the burns are on the backs of her legs. **What should the daycare provider do?**





# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

This presentation is an interactive presentation where participation is required by clicking on all of the hyperlinks that is in the presentation in order to move on to the next slide.

There are also short questions you will answer on certain slides.

Save & Close : X

Glossary

## RECOGNIZING AND REPORTING CHILD ABUSE: Mandated and Permissive Reporting in Pennsylvania

SECTION 1: Introduction

### What to do?

Please click on the statement below that best describes your feelings about the question:

**What should the daycare provider do?**

- I'm confident:** I know exactly what the daycare provider should do, according to Pennsylvania law.
- I'm uncertain:** I'm not quite sure what the daycare provider should do.
- I'm unaware:** I have no idea what the daycare provider should do.

Back Next

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www.pacwrc.pitt.edu PA Child Welfare Resource Center

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Save & Close : X

Glossary

## RECOGNIZING AND REPORTING CHILD ABUSE: Mandated and Permissive Reporting in Pennsylvania

SECTION 1: Introduction

### Pennsylvania's Public Child Welfare System

Pennsylvania's child welfare system is state supervised and county administered.

The Department of Human Services, formerly the Department of Public Welfare, and the Office of Children Youth and Families support Pennsylvania's children and families through a comprehensive variety of services.

<http://www.dhs.pa.gov/>

You must click all the links before you can continue.

Back Next

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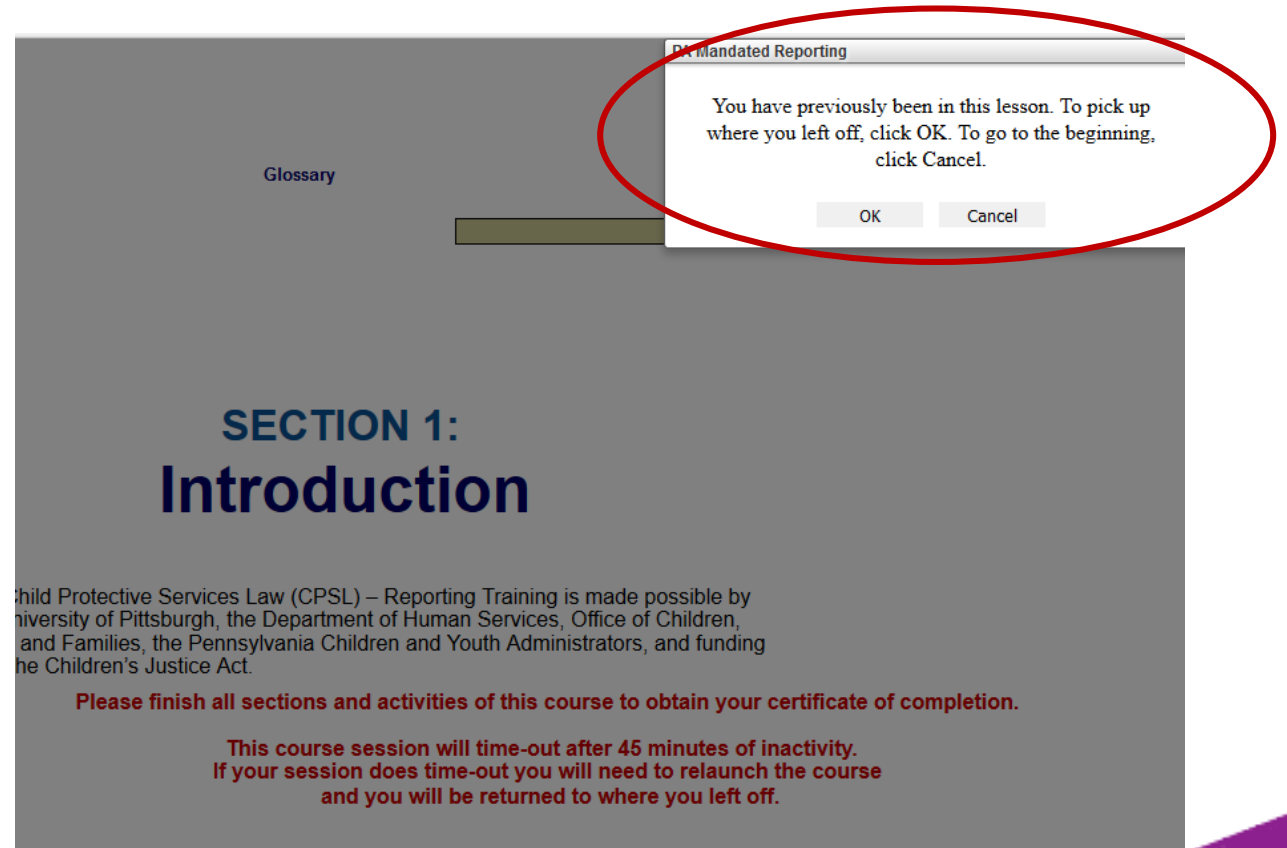
www.pacwrc.pitt.edu PA Child Welfare Resource Center

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# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ If you had timed-out of a session or save and closed, when you log back on, you will receive a pop-up notice as shown in the image.
- ❖ Click **“OK”** to resume. If you click ‘Cancel’ it will restart the entire course and you start from the beginning all over again.



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ Continue to follow the prompts until you get the mini quiz at the end of each chapter.
- ❖ Take the quiz and continue with the next chapter course.

Law Glossary

RECOGNIZING AND REPORTING CHILD ABUSE:  
Mandated and Permissive Reporting in Pennsylvania

SECTION 1: Introduction

In order to complete Section 1,  
please answer the following review questions.

Next

1. When does ChildLine accept reports of suspected child abuse?

- a. Weekdays, 8:00 a.m. and 5:00 p.m.
- b. 24 hours per day, Monday through Friday
- c. 24 hours per day, seven days per week

www.pacwrc.pitt.edu PA Child Welfare Resource Center

# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

Once Section 1 of the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in PA have been completed, move forward to complete the rest of the Sections- Section 2 through 11



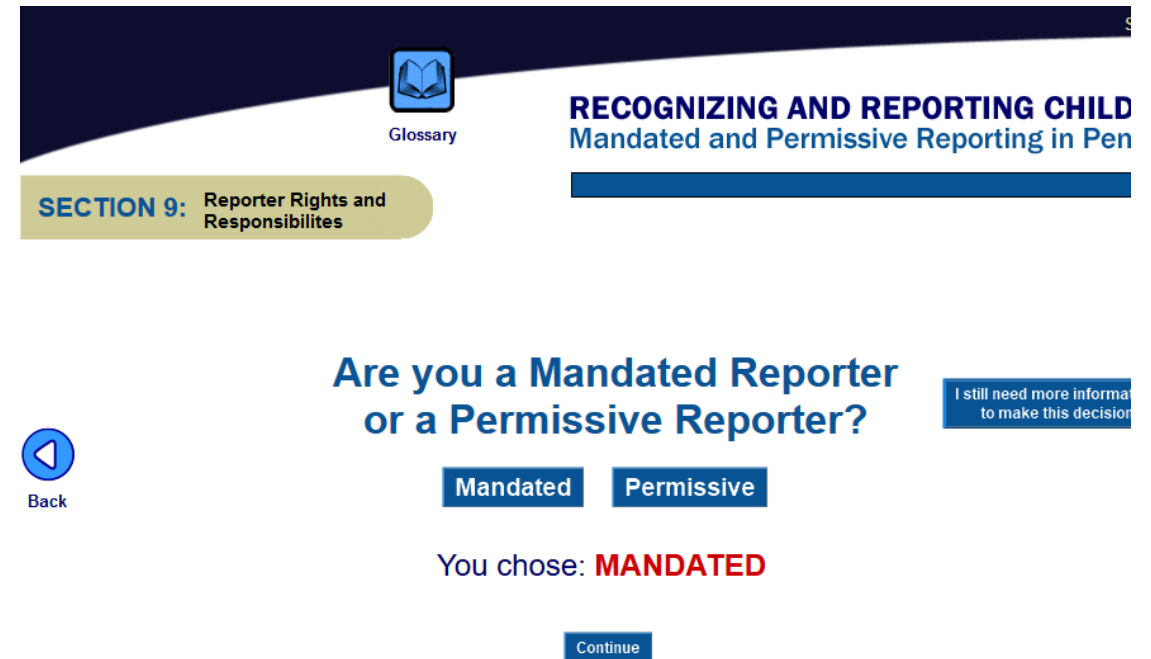
**Thank you!**

You have completed Section 1 of  
**Recognizing and Reporting Child Abuse: Mandated  
and Permissive Reporting in Pennsylvania**



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ Towards to the end of the entire course, in Section 9, it will ask: 'Are you a Mandated Reporter of a Permissive Reporter? **Please click on Mandated Reporter.**
- ❖ Click Continue
- ❖ Complete the survey on the next page



The screenshot shows a course interface with a dark blue header. On the left, there is a 'Glossary' icon and a yellow box labeled 'SECTION 9: Reporter Rights and Responsibilities'. On the right, the course title 'RECOGNIZING AND REPORTING CHILD Mandated and Permissive Reporting in Pen' is displayed. Below the title, a question asks 'Are you a Mandated Reporter or a Permissive Reporter?' with two buttons: 'Mandated' and 'Permissive'. The 'Mandated' button is selected, and the text 'You chose: MANDATED' is shown. A 'Continue' button is at the bottom. A 'Back' button is on the left. A small box on the right says 'I still need more information to make this decision'.

# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

In the survey:

- ❖ Question 1: Check of numbers 7, 12 and 13
- ❖ Question 2: Select 'Other'
- ❖ Question 3: If other, enter in your title position
  - ❖ For example: Instructional Assistant, Paraeducator, Teacher, Behavior Specialist Consultant, etc.

## REQUIRED INFORMATION for Mandated Reporters

### 1. Check all that apply to you out of the following list:

- (1) A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of Health.
- (2) A medical examiner, coroner or funeral director.
- (3) An employee of a health care facility or provider licensed by the Department of Health in the admission, examination, care or treatment of individuals.
- (4) A school employee.
- (5) An employee of a child-care service who has direct contact with children in the course of employment.
- (6) A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or member of a regularly established church or other religious organization.
- (7) An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
- (8) An employee of a social services agency who has direct contact with children in the course of employment.
- (9) A peace officer or law enforcement official.
- (10) An emergency medical services provider certified by the Department of Health.
- (11) An employee of a public library who has direct contact with children in the course of employment.
- (12) An individual supervised or managed by a person listed under paragraphs (1), (2), (9), (10) and (11), who has direct contact with children in the course of employment.
- (13) An independent contractor.
- (14) An attorney affiliated with an agency, institution, organization or other entity, including a religious organization that is responsible for the care, supervision, guidance or protection of a child.
- (15) A foster parent.
- (16) An adult family member who is a person responsible for the child's welfare and provides care in a family living home, community home for individuals with an intellectual disability or who is subject to supervision.

### 2. Please select the most relevant role/occupation from the list

Other

### 3. If Other please specify:

Enter in your title position



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- After Section 11 is completed, before receiving your certificate, please confirm that you are the individual who is completing the course.
- Enter in your legal First and Last name in the space provided
- Click on Complete

**Prior to receiving a certificate of completion for this online course, you must respond affirmatively to the following statement:**

*Enter full name:*

I certify that I,

am the individual who completed the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania course and I responded to the assessments as prescribed herein and therefore am entitled to a Certificate of Completion and three continuing education credits.

**Complete**



# How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse

- ❖ Click on “Print Your Certificate’ and name the certificate file beginning with your name and then the certificate. Example: John Smith Mandated Reporter.
- ❖ Email the certificate to [Clearances@MeetCTP.com](mailto:Clearances@MeetCTP.com)

You are all done!

You have completed obtaining your Mandated Reporter for Recognizing and Reporting Child Abuse!



Glossary

Mandated and Permissive Reporting in Pennsy

Table of Contents:  Print Your Certificate

You have completed  
**Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania**

This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and the PA Department of State to meet ACT 31 Child Abuse Recognition and Reporting Training requirements. Additionally, this course has been approved by the PA Department of Education to meet the Recognizing Child Abuse and Mandated Reporting components of Act 126 of 2013 training requirements.

Please note, if you are licensed by more than one PA Board, the PA Department of State will apply your credits to all relevant Boards.

**Please allow up to 10 days for license renewal processing.**

You may monitor the status of your license online at: [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us)

Print Your Certificate





# **How to Obtain the Mandated Reporter: Recognizing and Reporting Child Abuse**

**If you have any questions, please contact the Clearance Department  
at [Clearances@MeetCTP.com](mailto:Clearances@MeetCTP.com)**

