

Instructions: The 2009-2010 Child Protection Refresher Course consists of an online training course offered by the Department of Children and Family Services. Although this course was designed for those who are mandated reporters, anyone may take it. Our policy requires all individuals who work or volunteer with children to follow the same standards as Mandated Reporters. Therefore, it is necessary for all of us to understand what a mandated reporter does. This course is offered publicly and is a great source of information about our responsibilities to protect children from abuse.

How do I get started with the online training?

1. Follow the link to Recognizing and Reporting Child Abuse: Training for Mandated Reporters.

Instructions are listed through the website. Or type <https://www.dcfstraining.org/manrep/> into your browser. On this page, you may automatically check your technical requirements (to confirm that you have the appropriate hardware, software and plug-ins) and register. If you do not have the technical requirements or have a slow connection speed, the company has suggested that you may want to use a computer at a local library or at a friend's or relative's house.

2. Register:

Click on the "Register" button to answer a few questions before you can proceed with the training. (NOTE: If you log out of the training, you will be asked to re-register again.) Please answer the registration questions based upon your role at your affiliated location (parish, school or agency). All of our locations are in Illinois so you will answer "yes" that you work in Illinois. Choose the best category to describe your role. Many will choose "other" and then will be able to type in your role (volunteer, employee, coach, catechist, etc.).

3. Complete the Pre-Assessment: Upon entering the training you will see on the left of the screen the course navigation menu.

4. Take the Training: "Overview" button. This training is designed to move you linearly down the left-hand menu sections (the Pre-assessment, Overview, Introduction, Recognizing Signs and so on).

5. Complete the Post-Test and Evaluation. Once complete you will be able to print a Certificate of Completion.



You MUST turn the certificate into your Location Coordinator who will mail it to the Office of Child Protection. It is not until this step is completed that you have finished the refresher course.

I hope that you find this information beneficial and that you will be able to refer back to the site as a resource. Thank you for participating in the 2009-2010 online refresher course. Your commitment to youth by working, volunteering or ministering within the Diocese of Belleville is truly appreciated. More importantly your commitment to provide children and youth a safe place to learn and develop within the diocese is remarkable! Together we can make a difference!!!

Sincerely,
Lynn Muscarello
Director of Child Protection Services