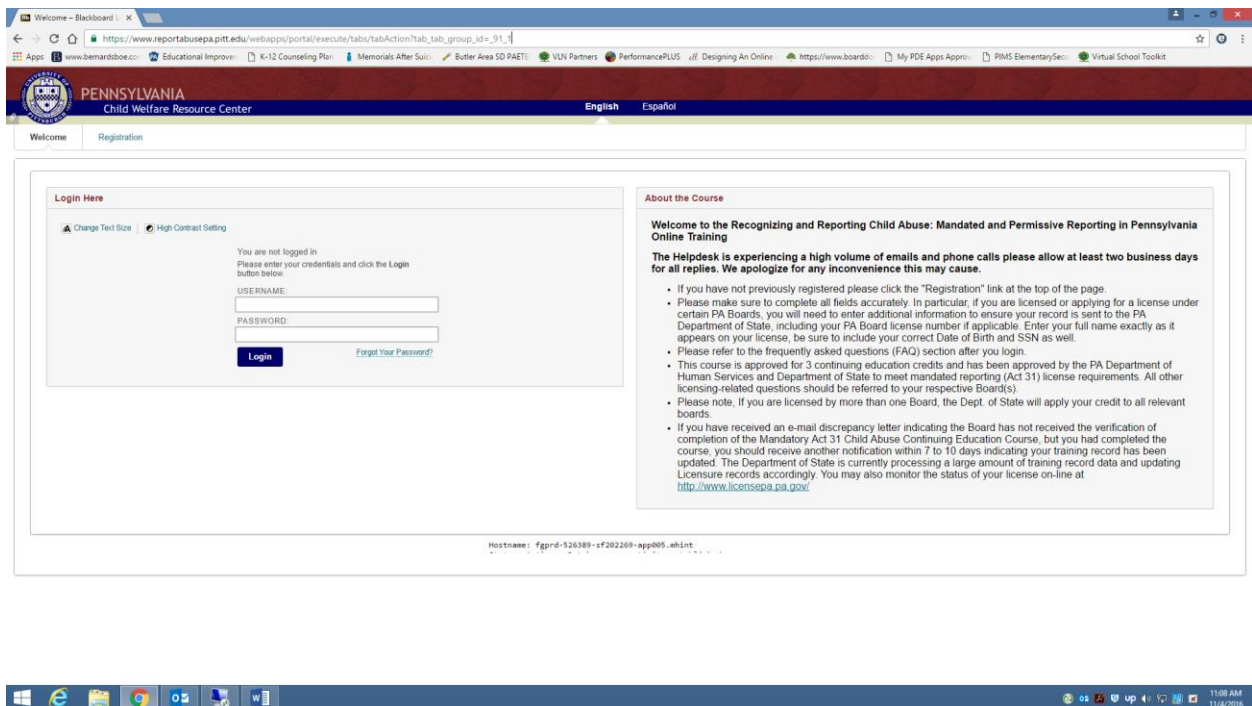


## Directions for Act 126 Mandated Reporter Training

1. Go to the following website:

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_group\\_id=911](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=911)

2. If you have not created an account on this website, you will need to complete a brief registration. Click on the “Registration” tab in the upper left corner of the screen.



The screenshot shows a web browser window displaying the Pennsylvania Child Welfare Resource Center website. The page has a dark blue header with the Pennsylvania state seal and the text "PENNSYLVANIA Child Welfare Resource Center". Below the header, there are two tabs: "Welcome" and "Registration". The "Registration" tab is selected. The main content area is divided into two sections. On the left is a "Login Here" section with a "Change Text Size" and "High Contrast Setting" link, a message "You are not logged in. Please enter your credentials and click the Login button below.", and input fields for "USERNAME:" and "PASSWORD:". Below these fields is a blue "Login" button and a "Forgot Your Password?" link. On the right is an "About the Course" section with the title "Welcome to the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training". Below the title is a bolded statement: "The Helpdesk is experiencing a high volume of emails and phone calls please allow at least two business days for all replies. We apologize for any inconvenience this may cause." This is followed by a bulleted list of instructions and information regarding registration, login, and course completion. At the bottom of the page, the hostname "fggrnd-526389-f202260-app005.akInt" is visible. The Windows taskbar at the bottom shows the time as 11:08 AM on 11/4/2016.

3. Once you have completed the registration, the site will automatically generate a username and password. This information will be provided on the Registration screen.
4. Log in with the username and password.
5. The following screen will be observed. Click on the link in the upper left portion of the screen - Recognizing and Reporting Child Abuse.

The screenshot shows the Pennsylvania Child Welfare Resource Center website. The main navigation bar includes the logo and the text "PENNSYLVANIA Child Welfare Resource Center". Below the navigation bar, there are two main sections: "Your Courses" and "Frequently Asked Questions".

**Your Courses**  
 Courses where you are: Leamer  
 rcca-2374: Recognizing and Reporting Child Abuse  
 A button labeled "Click here to Enroll in a new Course" is visible.

**Frequently Asked Questions**  
 Can I retake the course?  
 How often do I need to retake the training?  
 What do I do if I don't have a SSN?  
 Why does each slide have a page timer?  
 Why am I not enrolled in any courses?  
 Submission of Data to Licensing Boards  
 Can the course be taken on a mobile device?

**PACWRC Announcements**  
 Welcome Brian Slamecka.  
 The Helpdesk is experiencing a high volume of emails and phone calls please allow at least two business days for all replies. We apologize for any inconvenience this may cause.  
 This 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.  
 If you experience any technical difficulties while taking the course, report them to HelpCPSL@Pitt.edu Please include your name, email, and a thorough description of the problem you are encountering.  
 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 125 of 2013 training requirements.  
 All other licensing related questions should be referred to your respective Board(s). 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  
 If you have received an e-mail discrepancy letter indicating the Board has not received the verification of completion of the Mandatory Act 31 Child Abuse Continuing Education Course, but you had completed the course, you should receive another notification within 7 to 10 days indicating your training record has been updated. The Department of State is currently processing a large amount of training record data and updating License records accordingly. You may also monitor the status of your license on-line at www.licensepa.state.pa.us

6. Follow the directions on the next screen, which are listed below, to enter the training.

The screenshot shows the PACWRC Course page for "Recognizing and Reporting Child Abuse". The page title is "PACWRC Course" and the subtitle is "Recognizing and Reporting Child Abuse". A prominent blue button labeled "Click Here!" is visible. Below the button, the text reads "Mandated and Permissive Reporting in Pennsylvania".

**In Progress**  
 You're on the way to receiving your certificate of completion. Click on the link above to launch the course and continue your training.

At the bottom of the page, there is a footer with the Blackboard logo and copyright information: "© 1997-2016 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,395 and 7,555,853. Additional Patents Pending. Accessibility information - Institution details".

7. One more screen will pop up that asks you to launch the session. Once the session is launched, if you need to leave the site for an extended period of time, click on the "Close & Save" X button in the upper right corner of the window.