



## **INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES**

**\*\*\*SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.\*\*\***

### **Approved Child Abuse Recognition and Reporting Training for Mandated Reports:**

1. Go to [reportabusepa.pitt.edu](http://reportabusepa.pitt.edu) *If this is your first time registering for the course, complete steps 2-4. If you already have a user name and password, skip to step 5.*
2. Click the "Registration" link in the blue bar across the top
3. Enter the requested personal information
4. You will be assigned a username and password
5. Return to the welcome page and login with the username and password provided in the previous step
6. Click on the link for the course "Recognizing and Reporting Child Abuse"
7. You will need to disable the pop-up blocker in your browser in order to launch the course.
8. The course is presented in 10 sections; navigate through them at your own pace. At the end of each section you will have the opportunity to save your progress and exit, to continue at a later time.
9. The course will take three hours to complete.
10. During Section 9, you will learn how to report suspected abuse to ChildLine through the self-serve system. The web site and account used for reporting are the same as those used for obtaining the PA Child Abuse History Clearance as described below.
11. Upon completing the course and the survey, enter your full name on the signature page.
12. Print your certificate of completion and submit a scanned copy to [clearances@shadysideacademy.org](mailto:clearances@shadysideacademy.org). Retain a copy for your own records. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**
13. Certificates when printed, must have all language/words visible and legible and no part of the certificate is to be cut off, preventing visibility of any of its contents.

# Certificate of Completion

## Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements

3 continuing education hours

### Presenter:

University of Pittsburgh School of Social Work, PA Child Welfare Resource Center  
403 East Winding Hill Road, Mechanicsburg, PA 17055

### Presented to:

**Last Name, First Name**

**on the date:**

**MM/DD/YYYY**



Provider Number:  
CACE000004

CE Course Number:  
PCW000001

MaryRose McCarthy, Director  
PA Child Welfare Resource Center

Tracy Soeks, Director of Continuing Education  
School of Social Work

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