

# ARCHDIOCESE OF CHICAGO

Office for the Protection of Children and Youth  
Office of Assistance Ministry  
Office for Child Abuse Investigations and Review  
Safe Environment Office



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TO: Pastors, Priests, Principals, Heads of Schools

FROM: Mayra Flores, Coordinator, Safe Environment Office

DATE: March 1, 2011

RE: ONLINE MANDATED REPORTER TRAINING  
For those who have yet to fulfill the Mandated Reporter Training Requirement

The Office for the Protection of Children and Youth and the State of Illinois Department of Children and Family Services have come to an agreement that allows employees/volunteers who are mandated reporters with the Archdiocese of Chicago to take the *Recognizing and Reporting Child Abuse: Training for Mandated Reporters ONLINE*. The changes to the website will allow us to directly track employees/volunteers from the Archdiocese taking the training.

Persons planning to take the online training need to be prepared for the following:

- To spend at least 60 minutes to complete the training (you cannot exit and return).
- The computer used for the training must be connected to a printer that will print the certificate at the completion of the training (you cannot exit and return). (ONLY computer-generated certificates will be accepted.)
- The computer used for the training must be equipped with speakers or headsets to allow you to hear the audio.
- Employees must have their employee ID number, which can be found on a paycheck stub.

The direct link to the Mandated Reporter Training is: <https://www.dcfstraining.org/manrep/index.jsp>. (Please note, this is a secure site, which requires an “s” after http.)

Live training sessions will be scheduled in the future in Spanish and Polish. The translations are being finalized and dates/locations will be set with the trainers and posted online. Some additional live training sessions in English will also be scheduled for those without access to a computer or who prefer the live training.

Note: Those identified by law as Mandated Reporters are School Personnel, Medical Personnel, Social Service/Mental Health Personnel, Law Enforcement Personnel, Coroner/Medical Examiner Personnel, Child Care Personnel and Members of the Clergy.

Further, in keeping with the spirit of the Archdiocesan policies Coaches, Youth Ministers and Religious Education Personnel and Religious Education Volunteers are also to participate in this training.