

INSTRUCTIONS FOR PROVIDERS:

COMPLETING MANDATED REPORTER TRAINING

Child care providers must obtain a federal criminal history certification, National Sex Offender Registry (NSOR) Verification, Pennsylvania criminal history, and child abuse certifications. In addition, the Pennsylvania Child Protective Services Law requires child care providers to complete a course titled, "Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania." This letter tells you how to obtain your federal criminal history results, NSOR verification and how to complete the required training.

MANDATED REPORTER TRAINING

You are also required to complete an on-line course titled, "**Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania.**"

This training is free, takes about three hours to complete, and can be accessed at www.ReportAbusePa.Pitt.edu. At completion of the training you will be presented with an on-line Certificate of Completion. *You must immediately print the certificate. You will need a copy of this certificate for your ELRC.*

You are expected to provide your original Federal Criminal History Certification Results letter and a copy of your Certificate of Completion to the ELRC at your face-to-face meeting. If this meeting is not completed timely, the ELRC will not pay you for child care. The child's parent will be required to find a new provider.

Contact your ELRC at **570-327-5495** as soon as you receive your fingerprint results and have your Certificate of Completion for Mandated Reporter training. The ELRC will then schedule you for a face-to-face meeting.