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**Mandated Reporter Training**

*Please follow the steps below to take the free mandated reporter training:*

1. Go to <https://mandatedreportertraining.com/>
2. Click “Start Now” in the top right corner.
3. Click “Register Now” under **For individuals.**
   1. Fill out registration form (don’t need to select industry but fill out all other boxes). Click the green box "Create Your Account".
   2. The website won’t let some email addresses register (AOL, possibly others) – if it shows an error, try using a different email address when signing up (we know Gmail works)
4. Verify email address.
   1. Go to email and click “verify email.”
   2. Do this step immediately and make sure to save log-in info. Email verification needs to happen within 24 hours or it could cause issues. Check spam folder if you don’t find it in your normal email box.
5. Click “Select Training” (in the middle of the screen)
6. Select “Volunteers”
   1. Click “Add Trainings”
7. Do the training (approximately 2 hours)
   1. Make sure you have audio available before starting the training.
   2. Note: There is a 10-question multiple choice test after the training to get the certificate. The test can be retaken as many times as needed, don’t be surprised if you don’t pass the first few times.
      1. To find the test, please exit out of the training and click on the link on the home page that says test.
8. When completed, download certificate of completion and email to [info@familypromisesjc.org](mailto:info@familypromisesjc.org)
   1. Please share which congregation you are volunteering with (if applicable)