

#### OFFICE OF HUMAN RESOURCES | MANDATED REPORTER TRAINING

EMPLOYEE NAME	
DUE DATE	

The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

### This Training Includes:

- 1. A pre-training assessment (13 multiple-choice questions)
- 2. 60-90 minutes of self-paced interactive training
- 3. A post-training assessment (13 multiple-choice questions)
- 4. A Certificate of Completion

## **Time Required**

This course takes most learners about 60 minutes to complete. If you need to leave the course, you may re-enter at any time by logging in with your e-mail and password.

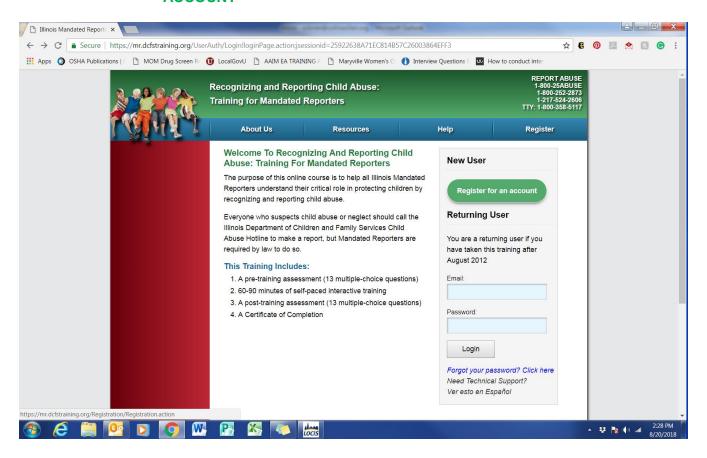
#### What You Will Learn

When you have completed this course you will be able to:

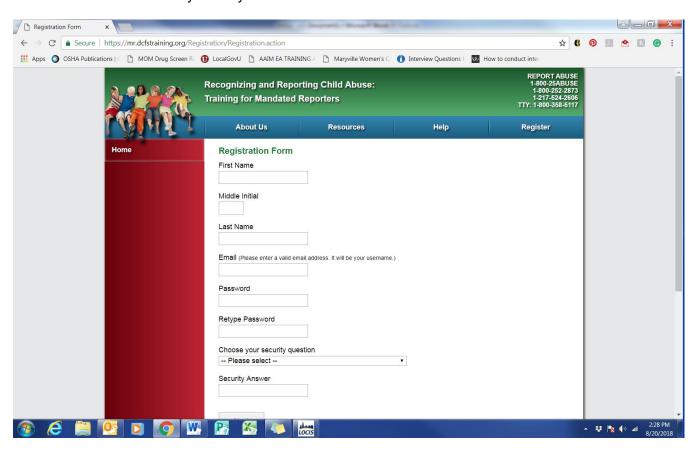
- Better recognize the signs of child abuse and neglect
- Define the types of child abuse and neglect
- Determine what professions/individuals are mandated to report
- Know your role as a Mandated Reporter
- Understand your legal obligations as a Mandated Reporter
- Know when and how to report abuse and/or neglect to the Hotline
- Identify the steps and tools to use when making a child abuse report
- Identify which groups of children may be at a higher risk of being abused or neglected
- Understand the process that occurs after a hotline call is made

STEP 1: Go to https://mr.dcfstraining.org

STEP 2: Under New User on the right hand side, click **REGISTER FOR AN**ACCOUNT

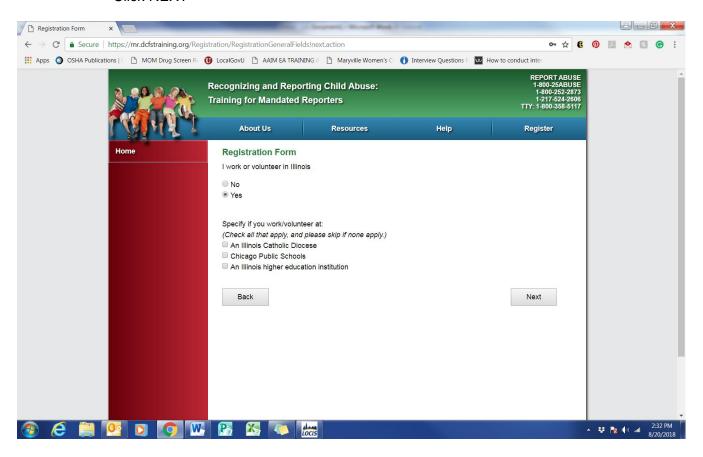


# STEP 2: Enter your information Use your City of Collinsville email address



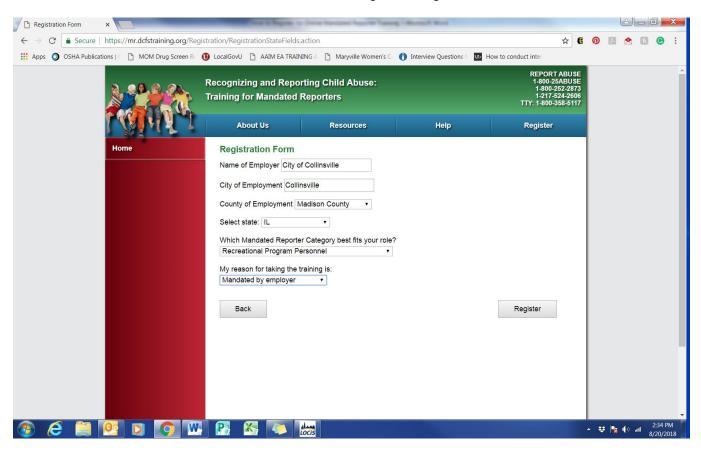
# STEP 3: Choose YES to the statement "I work or volunteer in Illinois" Skip rest of question.

Click NEXT



#### STEP 4: Enter answers as indicated below and click REGISTER.

Follow website directions and begin training.



STEP 5: After completion, submit your Certificate of Completion to the Office of Human Resources or to your Superintendent.

For questions, contact:

Payton Drury
Office of Human Resources
City of Collinsville
125 South Center Street
Collinsville IL 62234

(618) 346-5200 ext. 1122 pdrury@collinsvilleil.org