



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**

The screenshot shows a web browser window displaying the registration page for the 'Recognizing and Reporting Child Abuse: Training for Mandated Reporters' course. The page has a green header with a photo of diverse children and a navigation menu with 'About Us', 'Resources', 'Help', and 'Register'. The main content area is red and contains a welcome message, a description of the course's purpose, and a list of training components. On the right side, there is a 'New User' section with a prominent green 'Register for an account' button, and a 'Returning User' section with email and password input fields and a 'Login' button. Contact information for reporting abuse is provided in the top right corner.

REPORT ABUSE
1-800-25ABUSE
1-800-252-2873
1-217-524-2606
TTY: 1-800-368-6117

**Recognizing and Reporting Child Abuse:
Training for Mandated Reporters**

About Us Resources Help Register

Welcome To Recognizing And Reporting Child Abuse: Training For Mandated Reporters

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New User

Register for an account

Returning User

You are a returning user if you have taken this training after August 2012

Email:

Password:

Login

[Forgot your password? Click here](#)
[Need Technical Support?](#)
[Ver esto en Español](#)

https://mr.dcfstraining.org/Registration/Registration.action

2:28 PM
8/20/2018

STEP 2:

Enter your information
Use your City of Collinsville email address

The screenshot shows a web browser window with the URL <https://mr.dcfstraining.org/Registration/Registration.action>. The page title is "Recognizing and Reporting Child Abuse: Training for Mandated Reporters". The browser's address bar shows the URL and a "Secure" indicator. The page has a green header with a photo of children and contact information for reporting abuse: 1-800-25ABUSE, 1-800-252-2873, 1-217-524-2806, and TTY: 1-800-358-5117. Below the header is a navigation menu with "About Us", "Resources", "Help", and "Register". A red sidebar on the left contains a "Home" link. The main content area is titled "Registration Form" and contains the following fields: "First Name" (text input), "Middle Initial" (text input), "Last Name" (text input), "Email (Please enter a valid email address. It will be your username.)" (text input), "Password" (text input), "Retype Password" (text input), "Choose your security question" (dropdown menu with "-- Please select --"), and "Security Answer" (text input). The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 8/20/2018.

STEP 3: Choose YES to the statement “I work or volunteer in Illinois”

Skip rest of question.

Click NEXT

Registration Form

Secure | <https://mr.dcfstraining.org/Registration/RegistrationGeneralFieldsNext.action>

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REPORT ABUSE
1-800-25ABUSE
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1-217-524-2606
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About Us Resources Help Register

Home

Registration Form

I work or volunteer in Illinois

No
 Yes

Specify if you work/volunteer at:
(Check all that apply, and please skip if none apply.)

An Illinois Catholic Diocese
 Chicago Public Schools
 An Illinois higher education institution

Back Next

2:32 PM
8/20/2018

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

Follow website directions and begin training.

The screenshot shows a web browser window with the URL <https://mr.dcfstraining.org/Registration/RegistrationStateFields.action>. The page title is "Recognizing and Reporting Child Abuse: Training for Mandated Reporters". The navigation menu includes "About Us", "Resources", "Help", and "Register". The main content area is titled "Registration Form" and contains the following fields:

- Name of Employer:
- City of Employment:
- County of Employment:
- Select state:
- Which Mandated Reporter Category best fits your role?:
- My reason for taking the training is:

There are two buttons at the bottom: "Back" and "Register".

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

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