



Mandated Reporting Instructions

ALL volunteers **MUST** complete the mandated reporting course on Pro Solutions. It is the annual Child Abuse and Neglect training mandated by the state.

If you did this last year, you already have an account with Pro Solutions and can use the same user name and password. If you forgot what it was there is info on their website in order to find it.

1. Go to www.prosolutionstraining.com
2. If you did it last year click on Log In
3. If you are new click on Get Started
 - a. Fill in all necessary information
 - b. Check the box that says agree to terms
 - c. Click submit
4. If you had an account log in and it will take you to the registration page.
5. Under courses, click view course menu
6. Scroll down to Child Abuse and Neglect
7. Choose the first course : Child Abuse and Neglect for Employees, Volunteers and Contractors of Public Schools
8. Click on Add to Cart (there is no charge and will say \$0)
9. Go up and click on the cart icon
10. Click Purchase now
11. Click on complete order
12. Click on My Training Account
13. Click on Start Course

This should take you to the course. It is approximately 45 – 60 minutes. We have attached the pre-test for you, so that you can familiarize yourself prior to the course. At the end of the course, there is a short test. You can stop and start in the course as needed, but during the test, you must complete that all at one time. Once the test is completed, please print out the certificate and bring it to me.

This must be completed by September 7th. If you have questions or concerns, please feel free to let me know.

Thank you,

Stacy Dooley – Human Resource Manager