

**Instructions on completing “Mandated Reporter Training”
and “Harassment Prevention Training”**

Hello Plymouth-Fortaleza family,

Thank you for being a valuable member of our church family. Whether you are a paid staff member or a volunteer, we all have a crucial part to play in fulfilling our calling to proclaim the good news to our communities and to live lives worthy of the calling we have received.

Due to the passing of law AB506 in January 2022, all non-profit agencies that work with children and youth are required to implement training, LiveScan fingerprinting, and updated policies and procedures for all volunteers and paid staff.

This document focuses on the training aspect. These trainings are not only mandated by the State of California, but they will also equip us to understand our roles and procedures for protecting our children and our youth.

We have contracted with a Christian Human Resources firm, Church HR Network, who are providing not only training content that satisfies the state requirements, but also training that reflects situations you will encounter in Christian ministry settings.

What will follow in this document are FAQ and steps for completing the training. **Please make every effort to complete the training(s) immediately.**

There is currently no Spanish language training available.

We are grateful for every one of you, for all that you do to serve Jesus and our church family and especially our children and youth. If you have any questions or need help navigating the trainings, please contact the church office and they will direct you to someone who can assist you.

May the Lord bless you,
Ministry Council

FAQ

Q1. Which training do I need to take?

A1. All of you receiving this document will need to take the “Mandated Reporter Training”. All who are on payroll will also need to take the “Harassment Prevention Training for Non-Supervisors”.

Q2. Why do I need to take the training(s)?

A2. California law AB506 requiring “Mandated Reporter Training” went into effect 1/1/2022, which sets new requirements for youth serving organizations. Compliance with AB506 will equip those of us who work with children and youth (serving or alongside) to know how to identify and report abuse.

California also requires that all employers of 5 or more employees require their employees to complete “Harassment Prevention” training. This training is only required for staff on payroll.

Q3. If I already have the training at my workplace, does that transfer?

A3. For “Mandated Reporter Training”, if your training is with a school or a government agency and it is within 2 years, you will NOT need to do the mandated reporter training from the church. Please email your certificate to the office for our records.

For “Harassment Prevention Training for Non-Supervisors”, if you had completed this training for any employer within the last 2 years, you will NOT need to do the harassment prevention training from the church. Please email your certificate to the office for our records.

Q4. How long does the training(s) take?

A4. The “Mandated Reporter Training” takes approximately 90 minutes to complete and is broken up into 10 modules of videos and quizzes. They are not all the same length. They are easy to listen to and understand.

The “Harassment Prevention Training for Non-Supervisors” takes approximately 60 minutes to complete and is broken up into 5 modules of videos and quizzes. They are not all the same length. They are easy to listen to and understand.

Q5. Can I save my progress?

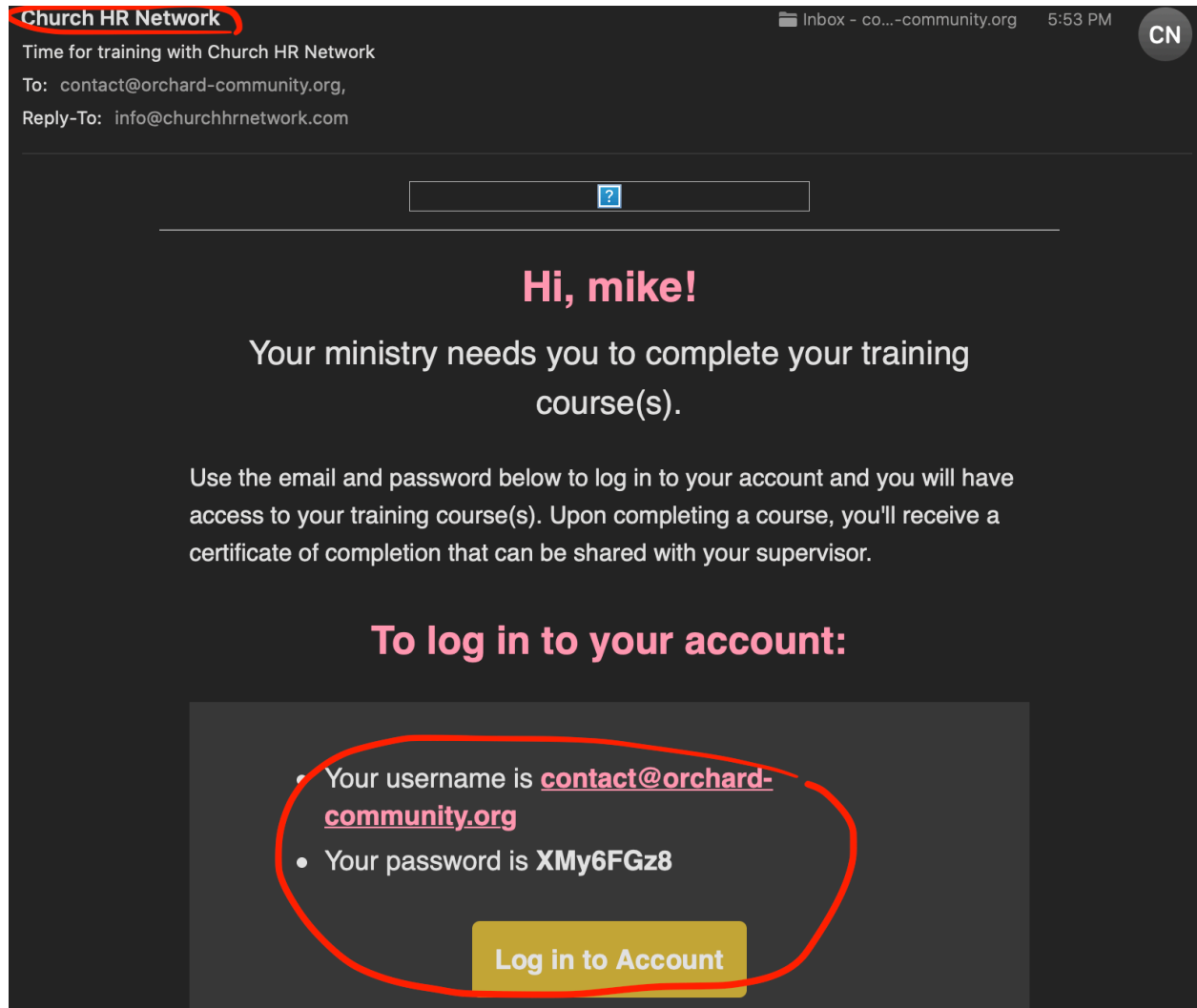
A5. Yes. You can save your progress after completing each module.

Q6. How often do I have to re-train?


A6. The training is good for 2 years.

Steps for signing up

1. You will receive an email from ChurchHRNetwork with your username and random password. Click on “Log In to account” to log in.



- You will start on the page below. If you want to update your password, click on “Want to change your password?” and follow the instructions. Then, click on “Courses”

Church  Network Sign Out

Plymouth Congregational Church

Home **Courses**

Hi, mikel!

User Profile

Profile

First name *

Last name *

[Want to change your password?](#)


Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

Confirm new password

Save changes



- You will see the course(s) that you will need to complete. Click on “View Details” to begin.

Church  Network Sign Out

Plymouth Congregational Church

Home **Courses**

Courses

COURSE TITLE	REQUIRED FOR	COURSE DETAILS	CERTIFICATE
Harassment Prevention Training for Non-Supervisors	Employees Only	View Details	
Mandated Reporter Training	Volunteers and Employees	View Details	

4. Below are the screenshots of each of the trainings. Click on “Start” to start the training.

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Home **Courses**

[Back to Courses](#)

Harassment Prevention Training for Non-Supervisors

Lessons in this course: + Expand All

+ Lesson 1	Start	COMPLETE
+ Lesson 2	Start	0% COMPLETE
+ Lesson 3	Start	0% COMPLETE
+ Lesson 4	Start	0% COMPLETE
+ Lesson 5	Start	0% COMPLETE

Church  Network Sign

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Mandated Reporter Training

Lessons in this course: + Expand All

+ Lesson 1	Start	0% COMPLETE
+ Lesson 2	Start	0% COMPLETE
+ Lesson 3	Start	0% COMPLETE
+ Lesson 4	Start	0% COMPLETE

5. When you complete the training, a certificate will be saved and emailed to you for your records. The Ministry Council will be able to retrieve the certificates for church records.