

ACT 126 Child Abuse Training Requirement

As a requirement of employment, if you cannot provide proof of completion of the 3 hour child abuse training with a previous employer, you must participate in the FREE training option provided by the Pennsylvania Child Welfare Resource Center to complete the 3 hour Act 126 training requirement. The training must be renewed every five years.

Go to the following web address: www.reportabusepa.pitt.edu - **PART 1**

Click on the “Registration” tab.

After registering, you will receive an email with login information. After receiving your login information, you can begin the training. Please note – the training does not need to be completed in one sitting. If you leave the training, when you return you will get a message asking you if you want to pick up where you left off. Click “OK” and you will begin where you left off.

ONLINE TRAINING INFORMATION

This training is made possible by the University of Pittsburgh, the Department of Public Welfare, Office of Children, Youth and Families, the Pennsylvania Children and Youth Administrators, and funding from the Children’s Justice Act.

If you experience any technical difficulties while taking the course, report them to HelpCPSL@Pitt.edu. Please include your name, email, and a thorough description of the problem you are encountering.

Please be aware that the CWIS site (Child Welfare Portal) is in final development stages. Because of this, the www.compass.state.pa.us/cwis link in this training may connect you to an alternate site until the CWIS site is launched. Thank you for your patience.

This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) license requirements. All other licensing-related questions should be referred to your respective Board(s).

Please note, if you are licensed by more than one Board, the Department of of State will apply your credit to all relevant boards.

Frequently Asked Questions

Where is my Certificate?

If you are having issues printing the certificate, please try the following:

1. If you are using Internet Explorer, try changing your browser to Chrome or Firefox, and reprinting the certificate.
2. If changing your browser is not an option, here are a couple of things to try:
 - a. You will need to go to back to the certificate. To do this, go to back to the course website at <http://www.reportabusepa.pitt.edu/>. Login and re-launch the course. Under PACWRC Course, click on “Recognizing and Reporting Child Abuse”. Click on the dropdown menu next to “Table of Contents” and click on “Completion Check”. Click on “Next” until you get to the certificate page. When you are back at the certificate, click on the “Print” button at bottom of screen. On the “General” tab, click on “Preferences”. Click on the “Basics” tab and under “Orientation”, click on “Landscape”.

- b. Click on “Effects” tab and type 90 in the “% of Normal Size” box. Click on “OK”. Click on “Apply” and then “Print”.

No Email Confirmation?

Please add helpcpsl@pitt.edu to your “Safe Sender List” in Outlook by clicking on the “Home” tab in Outlook, “Junk”, “Junk E-mail Options”, click on the “Safe Senders” tab, click on “Add”, type helpCPSL.pitt.edu, and click on “OK”.

When Can I Print My Certificate?

The certificate will be available to print upon completion of the course. If you need to reprint your certificate, you may log back into the site, re-launch the course, and reprint at any time.

Do I Have to Finish the Course in One Session?

You do not have to complete the course in one session. During any future visits, you will get a pop up message asking if you would like to resume where you left off. Please click on “Okay” and you will pick-up where you ended your session last time.

Where do I send my certificate of completion?

New staff should present their certificate of completion when submitting their other pre-employment paperwork.

Current staff who are renewing their training should send their certificate of completion to either Jennifer Nazarchuk or Tracey Berkheiser at the District office.