

In order for the Updated Child Abuse Identification and Reporting/Mandated Reporting training to post to your TEACH account, please follow the instructions below.

Once you have completed the training, you will receive the following email message from HSLCRequests@hslcnys.org, which includes a Certificate of Completion (see Example 1). This certificate is for your records only and is NOT considered an acceptable proof of completion for the Updated Child Abuse training. Please do not send this form to New York State Education Department (NYSED).

Instead, in order to have your information reported to NYSED, you must click the link provided in the email and enter your personal information.

You have successfully completed the Mandated Reporter Online Training.

- Your **Certificate of Completion** is attached to this email.
- Click on the "Certificate of Completion.pdf" listed in the attachments.
- Print your **Certificate of Completion**.
- Save this email for your records.

IMPORTANT

Participants who require documentation sent to the New York State Education Department to obtain or maintain their Professional Licensure or Certification:

To initiate the step for the Certification of Completion process, please click on the following link to complete the electronic form.

<https://www.nysmandatedreporter.org/MRNYSEDCertification>

Special NOTE: Child Care providers are NOT required to complete this action.

This email has been automatically sent to you. Do NOT respond, it is not monitored.

Personal Information:

1. Under **Profession**, choose "Office of Teaching".
2. Educators can leave **License Number** blank.

PERSONAL INFORMATION

Fields marked * require an entry.

Profession *
Office of Teaching

Date of Birth *
Jan / /

License Number (Max length 6 chars.)

License State *
[Select State]

Country *
Select Country

Exam

only. Do NOT send to NYSED.)



*Please note that it can take up to 21 days for the workshop to appear in your TEACH account.

In order to view your workshops in TEACH:

- Log into your TEACH account at www.highered.nysed.gov/tcert/teach/home with your username and password.
- Click the “TEACH Online Services” graphic to get to the TEACH homepage.
- At the next page, under INQUIRY LINKS, click “Account Information.”
- Scroll to “Select Information you want to view.”
- With a left click of the mouse, choose “Workshops,” then click Submit.