

# New York State Mandated Reporter Training

## Did you know?

All educators must complete the entire second updated workshop for the New York State Mandated Reporter Training - even if you completed the most recent 2025 updated workshop?

- If you completed Part One of the training at Rockland BOCES, Director of Instructional Services Lisa Collopy will share options to complete the second updated workshop.
- All others must complete the second updated workshop in the same way the first round was completed.
- To complete the second updated workshop, employees must log in to the site using the original email used to complete Part One. If you do not remember the original email login, you can re-register with a new email, but the system will prompt you to start from the beginning, redoing Part One of the training before Part Two is accessible.

**REMEMBER: It is your professional responsibility to complete the second update of the New York State Mandated Reporter Training.**

**All mandated reporters, including all certified educators, must complete the new, updated workshop. Accordingly, all certified educators must have a record of completion of the new, updated training reported to TEACH by November 17, 2026.**

**Questions?** Contact Human Resources: (845) 627-4712

### Mandated Reporter Registration Instructions for Existing HSLC Users


#### Step 1 – Register:

Login to the Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.  
Go to the **Learning** tab in the top menu bar and select **Schedule**.

LEARNING ▾ HELP ▾  
**Schedule**  
Course Catalog  
Resource

Type "mandated reporter" for the class title and select the magnifying glass to search.

#### Search Schedule:

Class:    
Provider: (All Providers)  
Content: (All Course Content)  
From: 05/07/2024 To: 07/06/2024  
Regions: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6   
If no regions are selected, only web-based classes will be displayed

### Mandated Reporter Registration Instructions for New HSLC Users

1. Go to the Human Services Learning Center (HSLC) at <https://www.hslcnys.org/hslc/>.

2. Click **Create an account** in the upper right corner.

Create an account ▾

3. Enter your information on the form. Select **Yes** where asked if you are requesting this account to take the Self-Directed Mandated Reporter Training and then select your discipline.

4. Select **Register Account**.

Register Account

5. Check your email. You will receive an email from HSLC Support with the subject **HSLC Registration** containing a link to validate your email address. Please click the link in the email.

6. After validating your email address, you will receive two additional emails. The first email will inform you that your HSLC account has been created. This email will also contain your username and temporary password. You will need your temporary password to login to HSLC for the first time. The second email with subject **HSLC: PRECLASS EMAIL (Self-Directed Mandated Reporter Registration)** is your pre-class registration confirmation. It outlines the class requirements and lists support contact information.

7. Login to HSLC using your temporary password. Upon logging in, you will be required to create a new password in order to continue. Record your new password for future use.

8. After creating your new password, you will be directed to the HSLC home page. You have successfully setup your HSLC account.

9. Select **Go to My Trainings**.

Go To My Trainings

10. Select **View Course Detail** to expand the class window.

01/01/2024 **Mandated Reporter Web-Based On-Line**  
12/31/2024  View Course Detail