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 Notice For:

Those participants who require documentation sent to the New York State Education Department to obtain or maintain their Professional License.

FOLLOW these instructions:

1. Do **NOT** send the general certificate attached to this email.
   Your attached certificate is NOT acceptable documentation for licensing or credentialing purposes and will be rejected by the NYSED if submitted.

2. **CLICK** on link below and **COMPLETE** the onscreen form.
   You need to use this link if you want to initiate the electronic submission of your Mandated Reporter training record to the NYSED. Otherwise, your record will not be sent to the NYSED.

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.

In the PERSONAL INFORMATION Section:

IMPORTANT If you hold both a Teacher Certification(s) AND a Professional License, you must make 2 separate submissions, completing the Personal Information section as indicated below. This will ensure that your completion of the updated Mandated Reporter training is reported to both the Office of Teaching Initiatives and the Office of Professions.

If you hold a TEACHER CERTIFICATION:	If you hold a Professional LICENSE:
1. Under **Profession**, choose "Office of Teaching." 2. Educators MUST leave **License Number BLANK.**	1. Under **Profession**, select your profession. 2. Enter your **License Number** where indicated.

Example 1: (This certificate is for your records 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.