

John Carroll University Online Training Requirements For Minors on Campus Policy

EDUCATION REQUIREMENTS:

Prior to working with minors, each Authorized Adult must successfully complete United Educators' Online Training "Protecting Children: Identifying and Reporting Misconduct". This training is required at least once every four years after the initial training.

Note: This training is not intended for External Programs, which are responsible for the training of their own employees and volunteers.

ACCESS TO UE ONLINE TRAINING:

To begin training, follow these steps:

- 1) Go to <https://uelearningportal.docebosaas.com/learn>
- 2) Complete the Registration form.
 - a. Enter your first name, last name, and email address.
 - b. Create and confirm your password
 - c. Select your language
 - d. Enter the following branch code: **192-88181**
 - e. Review and accept the Privacy Policy
- 3) Click Next
- 4) You will be taken to the course content
- 5) Scroll through the courses available to you to find "Protecting Children: Identifying and Reporting Sexual Misconduct."
- 6) Complete the training and print the completion certificate