

Pennsylvania Act 126 Child Abuse Recognition and Reporting

As a requirement of employment, you must provide proof of completion of the 3 hour Mandated Child Abuse Recognition and Reporting training. If you have already received this training, and have proof of completion, we will accept your certificate as long as it is no older than five years from your start date. Additionally, this training is required to be renewed every five years.

The Millcreek Township School District will accept certifications through Safe Schools Training Website or Pennsylvania Child Welfare Resource Center through the University of Pittsburgh. The University of Pittsburgh does offer a **free** training module. The District is not a member of Safe Schools and for this reason you could be charged a fee for that training. For the University of Pittsburgh website:

Go to www.reportabusepa.pitt.edu

Click on the “Registration” tab.

After registering, you will be assigned a login and password. This should be viewable immediately at the bottom of the registration screen. Write down your login and password for future reference. If you do not see this information on the registration screen, you will need to check your email. You do not need to complete this training in one sitting. (See frequently asked questions.)

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.

This course may be eligible for Act 48 credits hours. Questions should be addressed to Lori Spizarny at 814-835-5328 or spizarny@mtsd.org

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 the personnel office via email (tamilin@mtsd.org), fax, or inter-office mail.