

# Online Mandated Reporter Training.

New York state requires all staff to complete this recently updated training.

This training must be completed by April 1, 2025 in order to maintain your NYS Certification.

The training can be taken at your own pace and you can save your progress as you go. It is approximately 2 hours.

The training is very informative and will help you understand indicators of abuse or maltreatment; recognize the impact of trauma and Adverse Childhood Experiences (ACEs); recognize the impact of bias and know when you have a legal obligation to the State Central Registry (SCR) and the requirements involved.

[To access information about the training, along with the registration and training links please click here.](#)

- Please note, as part of this training you will be directed to create a user name and password for the Human Services Learning Center (HSLC), which is the digital online platform where the training is provided. **You will receive an important email AFTER the training and post-test, from the HSLC. Please be sure to LOOK for it in your email inbox.**

When you have completed your training, you MUST

- Go to the HSLC site and login using your password in order to complete the post test.
- Once you complete the test, you will then be sent an email from the HSLC with your completed certificate. The email also contains a link to submit your completion information to the NYS Education Department Office of Teaching (TEACH), which is a requirement of keeping your NYS certification. Please complete all information as accurately as possible. If asked for a six digit license number, please disregard entering one (that is a requirement of other, non-educator, mandated reporters).

This is what the email that you get from the HSLC looks like:

Mandated Reporter Certificate of Completion External Inbox x

HSLCRequests@hslcnys.org  
to me ▾

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.

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#### 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/MRNYSED Certification>

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

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