



**DIOCESE OF ALLENTOWN**  
OFFICE OF CATHOLIC HEALTH,  
HUMAN SERVICES, AND YOUTH PROTECTION  
*OFFICE OF THE SECRETARY*  
POST OFFICE BOX F  
ALLENTOWN, PENNSYLVANIA 18105-1538

## **Instructions to Obtain Mandated Reporter Certificates**

### **Mandated Reporter Training**

The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training course is available online. All clergy, employees, or volunteers who interact with children are required to attend. Mandated Reporter Training expires every 5 years. Please keep your login information for future trainings.

1. Pa Family Support Alliance website: <https://pafsa.org/>
  - a. Click on “Trainings & Programs” at the top of the page
  - b. Select “Mandated Reporter Training”
  - c. Scroll down the page until you see “Upcoming Virtual Sessions at no cost”
  - d. Look for Virtual Sessions in (month), (click here)
  - d. Select a date and time that works for you
  - e. Fill in all the required boxes marked with \* (an asterisk)
  - f. Select “Register”
  - g. You will receive an email with information and the Zoom link. The timeline varies with each instructor.
  - h. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator. Depending on your teacher, it may take up to two weeks to receive your certificate in your email.

### **2. University of Pittsburgh’s website:**

<https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>

- a. Fill out all required information (blue fields) to create an account.
- b. Click “Submit” to create a username and password.
- c. Login using your new credentials in the “Welcome” tab.
- d. Complete the 3-hour (minimum) training course.
- e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.

### **University of Pittsburgh’s Spanish website:**

<https://www.reportabusepa.pitt.edu/LoginES.aspx>

- a. Fill out all required information (blue fields) to create an account.
- b. Click “Submit” to create a username and password.
- c. Login using your new credentials in the “Welcome” tab.
- d. Complete the 3-hour (minimum) training course.
- e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.

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