

To: All Parent Volunteers and Employees

From: Michelle Anderson, Virtus Administrator

Re: ONLINE MANDATED REPORTER TRAINING

The Office for the Protection of Children and Youth **and** the State of Illinois Department of Children and Family services require that anyone who work with children, must become a mandated reporter.

Those identified by law as Mandated Reporters are school personnel, medical personnel, social /mental health personnel, law enforcement, coroner/medical examiner, child care and members of the clergy. Also, included are coaches, youth ministers, and religious education personnel and volunteers.

The direct link to the Mandated Reporter Training is
<https://www.dcfstraining.org/manrep/index.jsp>

- Please allow at least 60 minutes to complete the training (you cannot exit and return).
- Your computer must be equipped with speakers to allow you to hear the audio and also be connected to a printer so that you can print your certificate at the completion of the session
- Employees will need their employee ID number which can be found on your pay stub.

If you have questions please feel free to call me at 630-257-6488 ext. 19.