

Mandatory Reporter Child Abuse Training

Updated November 30, 2021

Iowa Code requires Mandatory Reporter Child Abuse Training within 6 months of hire for community college instructors. The training is also required for any other DMACC employees whose jobs require regular work with children. Additional mandatory reporter information is available at <https://dhs.iowa.gov/child-abuse>.

Once you complete training, please be sure to email a copy of your training certificate to Carrie Haefner, Compliance Officer, at cahaefner@dmacc.edu. The training is free and expires after 3 years (as of 7/1/19).

Training Options (AEA or DHS training system):

1. AEA Learning System: <https://training.aealearningonline.org/>.

First time Users: Click **Register Here** and complete the registration information using the following information to assist you.

- a. **BOEE folder number** = click N/A
- b. **Password** = enter the password you will use to log into the system in the future.
- c. Under Employment Info. **Select yes** for AEA or District employee.
- d. Scroll through the district list and select **DMACC**
- e. **District Password** = DMACCBears (note, this is case sensitive).
- f. You may leave the next section as Not Applicable, or can select specific information.
- g. Click the **Submit Registration Information** button
- h. Once registered, log in with your new credentials.

Returning users: Log into the system using the email and password you set up when you registered. If you have forgotten what email you used for your account, Carrie cahaefner@dmacc.edu can assist with locating the email you used for your account. If you have forgotten your password, click the “Forget your password?” prompt located on the log in screen.

- i. Once logged into the system **click the catalog icon** located in the upper left corner and **type Mandatory Reporter in the search box**.
- j. Click **Register** on the line with the **Mandatory Reporter Child Abuse** training title.
- k. Once registered for the class you can complete the training. Note: if the system is treating you as a pay customer your account is not set up under DMACC. Send an email to Carrie cahaefner@dmacc.edu and she will have our account moved under DMACC.
- l. The training is timed based on Iowa Code requirements. Because of this, the button to proceed to the next training screen will not be activated on some screens until the digital clock on the screen counts up to the time indicated.
- m. If you need technical assistance with the AEA system, the email address is support@aealearningonline.org.

2. Dept of Human Services (DHS) Training System: <https://dhs.iowa.gov/child-welfare/mandatoryreporter>.

The website contains contact information and FAQ's regarding Mandatory Reporter training. Once you review the information, click sign in here to sign in or create an account. If you haven't used the system before you will need to create an account. You are considered an External Mandatory Reporter and will find a link at the bottom of the log in screen to create an account. Once you click the link please wait while the site validates your request and redirects you to a screen to register/create an account. If you need technical assistance with the DHS system, the email address is MandatoryReporter@dhs.state.ia.us.

Training Completed for a different Iowa Employer: If you completed mandatory reporter training for another Iowa employer and it is not expired, please email a copy of your training certificate to cahaefner@dmacc.edu so that we can record this training.

Mandatory Reporter Training may **NOT** be completed through the Vector training system (previously Safe Colleges) as that training is not approved by the Iowa Department of Human Services.

NOTE: If you completed Mandatory Reporter training prior to July 1, 2019, your training has a 5 year expiration date.