



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 you 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.

- 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.

OFFICE ADDRESS: 1515 MARTIN LUTHER KING JUNIOR DRIVE,
ALLENTOWN, PENNSYLVANIA 18102