



DCF Mandated Reporter Training Frequently Asked Questions

1. How do I access the DCF Mandated Reporter Training online?

Navigate to the DCF website at: <http://www.ct.gov/dcf/cwp/view.asp?a=3483&Q=413540>
Click on the link for “School Employees”. Fill out the Registration screen and begin the training.

2. Is there a cost to take the training?

No. The training is free.

3. Who needs to take the training?

All staff designated as mandatory reporters are required to take the DCF Mandated Reporter Training. Effective October 1, 2014, Public Act 14-186, section 6 amended Conn. Gen. Stat. § 17a-101(b) to expand mandated reporters of child abuse and neglect to include “any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer employed by a public or private institution of higher education who is eighteen years of age or older, excluding student employees.”

4. Is this training mandatory?

Yes, per the Board of Regents Policy regarding Reporting Suspected Abuse or Neglect of a Child, mandatory reporters are required to take the DCF Training.

For a complete copy of the BOR policy, please navigate here:

<http://www.ct.edu/files/pdfs/hr-policy-reporting-suspected-abuse.pdf>

5. I am an Adjunct Faculty member at NCCC, do I need to take this training? How about part-time employees (working less than 20 hours per week)?

Yes. All new and current part-time employees are considered mandatory reporters and are required to complete this training (if they have not yet already done so in the past). However, if you are a part-time Educational Assistant or Non-Credit Lecturer (NCL) with contract dates of less than a full semester (e.g. 2 Saturdays, 3-week assignment, etc.), then you will not be required to take this training. If your contract dates covers the entire semester, then you will be required to complete this training. We do encourage everyone to take the training, as it provides important information regarding suspecting child abuse or neglect while you are on campus.

6. I am a Student Worker/Student Intern, do I need to take this training?

No.



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7. How long will this training take?

The training will take approximately 30 to 45 minutes to complete. You will be able to save your progress at any time. To return to the training at a later date, return to the DCF website and register for the training again, using the same email address. You will be directed to resume where you left off.

8. Can multiple people take this training as a group?

Yes. Indicate the number of participants on the DCF Registration screen. After the training is completed, the contact person will need to send a list of names to the HR Office. However, the name entered on the Registration screen is the name which will appear on the Certificate of Completion.

9. Does this training have Closed-Captioning?

Yes. To read the closed-captioning, click the "Notes" Tab above the menu on the right-hand side.

10. Are there any quizzes in the training?

Yes. Each training module will end with a short quiz. There are a total of 4 quizzes, which consist of 4 to 5 questions each. **These quizzes are not graded.** Following the fourth module quiz, you will be asked to complete a brief Feedback Survey.

11. What do I need to do if I witness or suspect possible child abuse or neglect on campus?

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as "mandatory reporters" who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families **within 12 hours** of becoming aware or suspecting abuse, neglect or imminent harm to a child. **In addition to DCF, you must also contact your immediate supervisor, Dean Patricia Bouffard, and Ruth Gonzalez of any incidents.**

12. Will I receive a Certificate of Completion after I finish this training?

Yes. You will receive a Certificate of Completion after you take a brief Feedback Survey at the end of the training. Print the certificate and then send it to the HR Office for your files.



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13. How often do I need to re-take this training?

You are only required to fully complete this training once. However, if the BOR revises its policy to increase training frequency, then all employees will be notified at that time.

14. When do I need to complete this training?

For new and current faculty and staff, within 6 months. For Adjunct Faculty, within your first or second teaching semesters.

15. Who maintains these training records, DCF or NCCC?

Both. NCCC HR Office will maintain a Training Log and place certificates in employees' files. HR Office will also distribute the BOR policy on an annual basis. DCF only records a headcount of how many individuals have completed their training at each state agency.

16. I've already taken this training. Do I need to re-take this training again?

No. You are only required to complete this training once. If you have provided a copy of your Certificate of Completion (or if the training was completed prior to 10/1/15, a copy of your registration email) to the NCCC HR Office, then you will not need to complete the training again. However, we do encourage you to take the training as a refresher, as it provides important information regarding suspecting child abuse or neglect while you are on campus.

17. I've already taken this training at another CSU institution. Do I need to re-take this training again?

No, as long as you can provide a copy of your Certificate of Completion (or if the training was completed prior to 10/1/15, a copy of your registration email) to the NCCC HR Office. If you cannot provide such documentation, you will need to re-take the training.

18. When was the training last updated?

As of this writing, DCF last updated their training on 10/1/2015.

19. I have questions on the BOR policy, who do I contact?

You may contact Wendy Bovia, Director of Human Resources, at 860-738-6325 (phone) or wbovia@nwcc.edu (email) with any questions.