



Protecting Minors Training

Faculty, Staff, and Volunteers must COMPLETE the Protecting Minors Training per University of Idaho Policy. Trainings are valid for one year from training completion date. The training will take approximately 20 minutes to complete.

- The training will pop up in another browser window. Participants are not able to click through the slides or advance the audio. If participants leave the training, the system will remember where they left off.
- For best results use the Firefox browser.
- If you are Faculty/Staff a 4-H Online profile must be created. Please use a personal email address and create a new family profile. This will not affect your county manager profile. For steps on how to set up a New Family profile visit <http://web.cals.uidaho.edu/4hreporting/4h-online/> and download the NEW FAMILY ENROLLMENT GUIDE
 - Be sure that you mark “I am an Employee” this applies to county staff, 4-H Professional, and Extension Educator(s)
- For steps on how to complete the Protecting Minors Training please visit <http://web.cals.uidaho.edu/4hreporting/4h-online/> and download the PROTECTING MINORS TRAINING TIP SHEET
- Volunteers should remain in a **Pending status** in 4-H Online until the following criteria below have been met. Once all of these criteria have been completed then the enrollment for the volunteer can be accepted, moving them into an “Active” status
 - Successful background screen through Verify. Please record the date of the background screen on page 2 in addition information (this is a manager field).
 - Enrolled through 4-H Online
 - Completed the Protecting Minors Training on 4-H Online
 - Paid any necessary enrollment fees (if necessary)

To find out if volunteers have completed the protecting minors training:

- Login to your county account on 4-H Online at <https://idaho.4honline.com>
- Click on the ‘Enrollment’ tab on the dashboard
- Click on the ‘Reports’ icon
- Click ‘Shared’ listing on the Enrollment Reports. The following reports are all in the ‘Shared’ folder
 - Run ‘Protecting Minors Training – COMPLETED’. This report shows who has completed the Protecting Minors Training and the Training Completion Date.
 - Compare this report to the ‘Volunteer’ Report in the Shared Reports list. This report shows all Adults in your county and enrollment status of Active or Pending.
 - Run ‘**Volunteer Approval Checklist. This report shows the following information: Employee, Enrollment status, Background Screen date, Training, Training Completion date, Training status, and Enrollment fee paid.



Protecting Minors Training - 4-H Online HelpSheet

UPDATE: 12-3-14

If volunteers experience issues completing the Protecting Minors Training due to issues with server updates etc. please have volunteers complete the training by accessing the training from the url below

<http://www.webpages.uidaho.edu/riskmanagement/ProtectingMinorsTraining/player.html>

At the end of the training volunteers will need to check the gray box. The window below will appear

All of the fields with a red asterisk need to be filled in. Under the name of the University of Idaho Unit please enter University of Idaho 4-H Youth Development.

Contact person would be the name of the 4-H Program Coordinator (or 4-H professional), email and telephone number.

Please have volunteers add to their last name a dash and 4-H with County Name (For example Mary Smith – 4-H Boundary County)

Protecting Minors NONUIEMPLOYEE
Page 1 Questions

You have successfully completed the Protecting Minors training. Please enter the requested information below to register that you have completed the training.

Today's Date *
Enter as mm/dd/yyyy

First Name * Middle Name * Last Name *

Your Email Address *

Name of University of Idaho Unit That Will Have Minors and That You Are Working With *

Contact Name for University of Idaho Unit * Phone Number for Unit Contact *

University of Idaho Email for Unit Contact *

Certificate of Completion

This is to certify that

Nancy S Melville - 4-H Demo Test

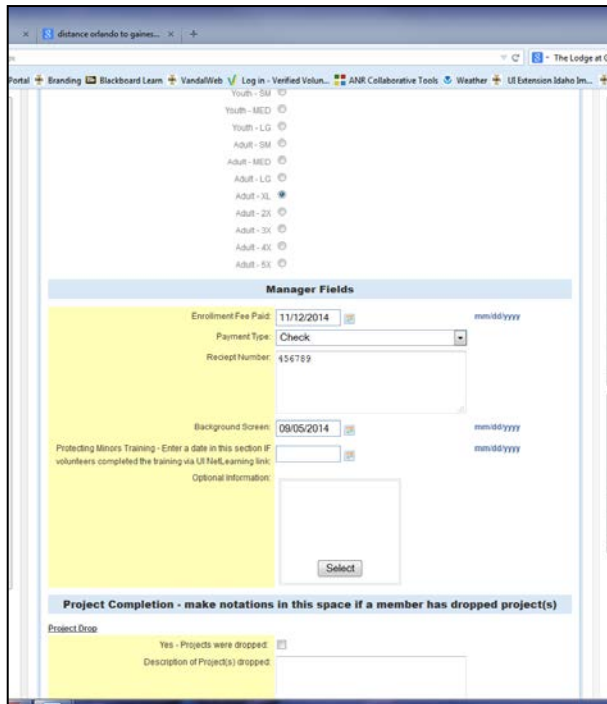
has completed the course

Protecting Minors

dated

12/03/2014

A copy of the certificate will be emailed from the University to Erika Thiel, who will send notification to the counties who has completed the training.



Manager Fields

Enrollment Fee Paid: 11/12/2014 mem/d/yyyy

Payment Type: Check

Receipt Number: 456789

Background Screen: 09/05/2014 mem/d/yyyy

Protecting Minors Training - Enter a date in this section if volunteers completed the training via UHML Learning link: mem/d/yyyy

Optional Information:

Project Completion - make notations in this space if a member has dropped project(s)

Project Drop

Yes - Projects were dropped

Description of Project(s) dropped:

If you have a volunteer who has had to complete the training via the net learning link enter the date of the protecting minors training in the manager fields section (this date appears below the background screen).

That way this training date/information will pull on the Volunteer Checklist Report (which has been updated).

If you have questions or need further information do not hesitate to contact Erika at ethiel@uidaho.edu