Protecting Minors Training

Volunteers must COMPLETE the Protecting Minors Training as part of the enrollment approval process (in addition to successful background screen and remit any necessary enrollment fees).
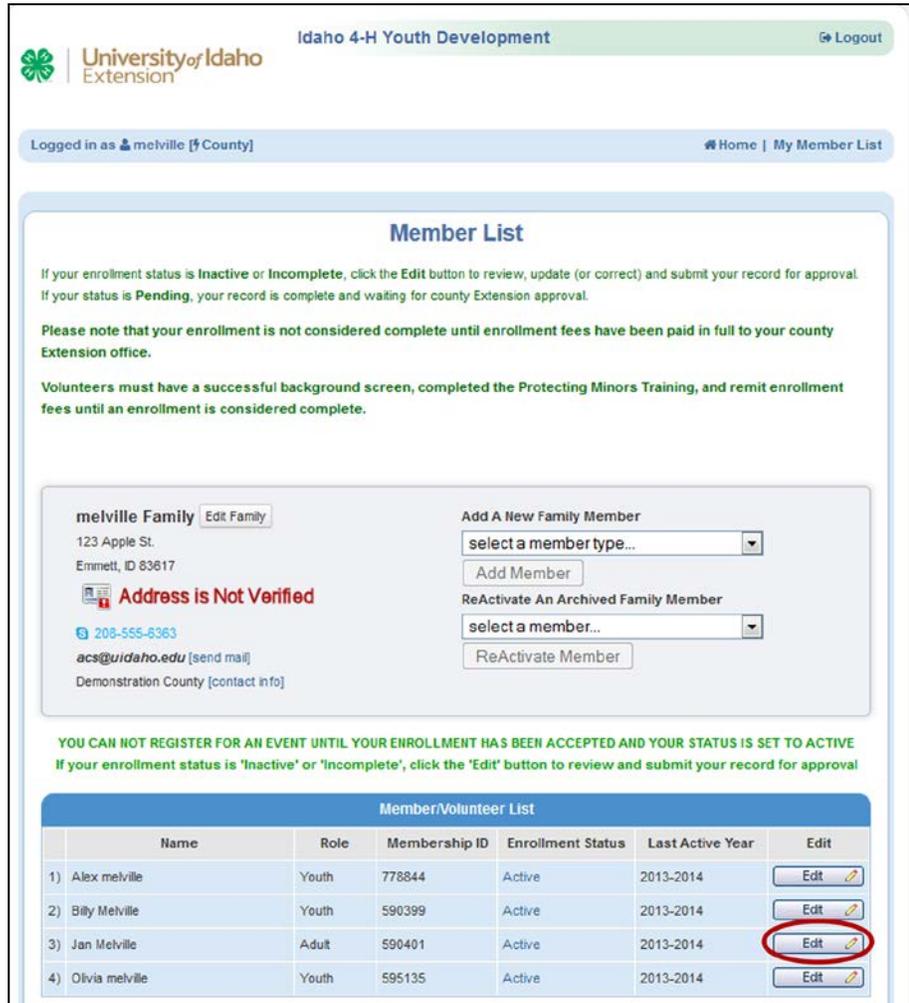
Trainings are valid for one year from training completion date. The training will take approximately 20 minutes to complete.

The training will pop up in another browser window. If you need to leave the training the system will remember where you left off. Participants are not able to click through the slides or advance the audio. You must listen to the presentation/view slides in their entirety in order for the training to be considered complete.

For best results please use the Firefox browser.

To complete the Protecting Minors Training:

- Login to your your account on 4-H Online at https://idaho.4honline.com

- Locate your profile and click 'Edit'

- You will be taken to the "Adult Personal Information" section of your profile. Click on "Trainings"
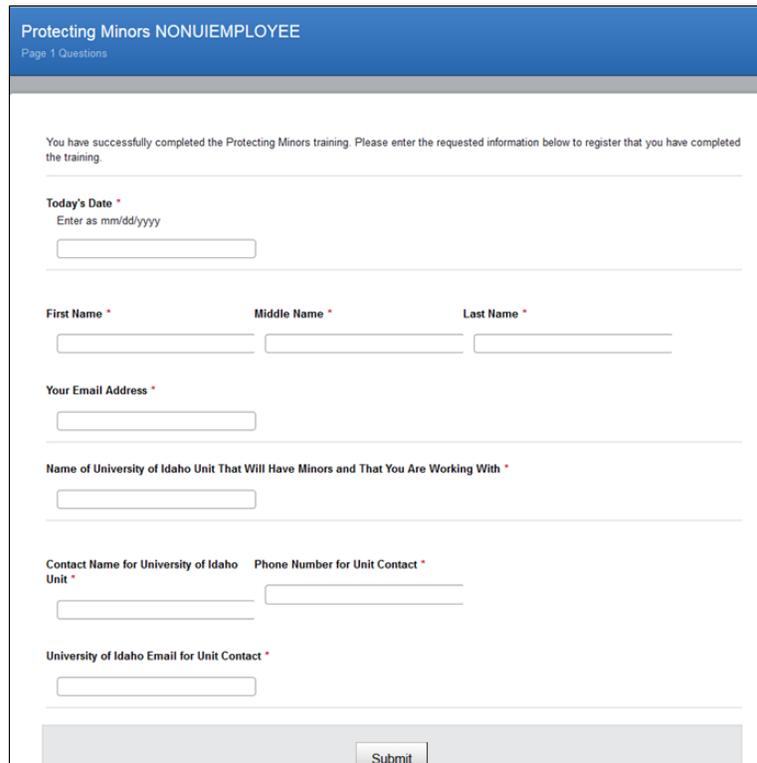
- Click "Sign Up For A Training"

- The Protecting Minors Training will be listed. Click "Sign Up"
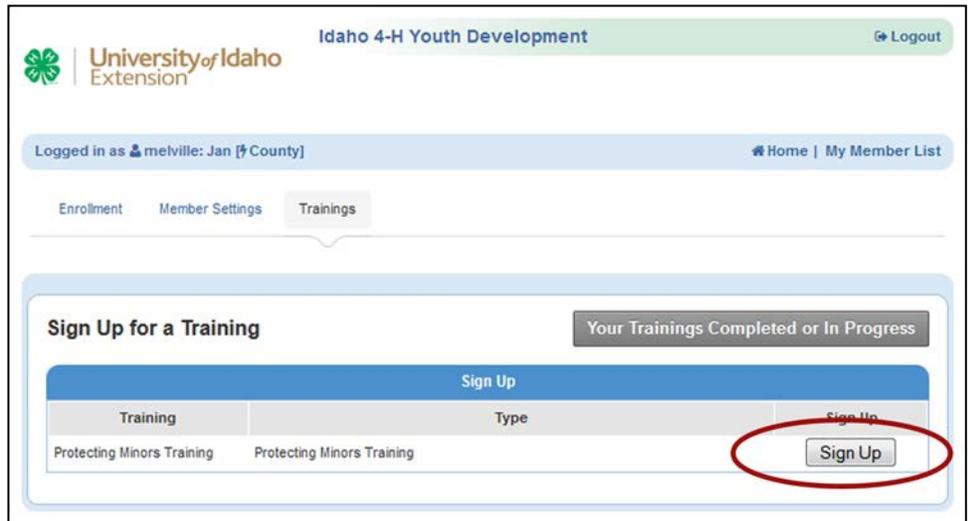
- Once you get to the end of the training there will be a little gray box that appears. Be sure to click it – it will show up in the section called NonUIEmployee

- A popup window will appear

- Enter in the required information. For the "Name of University of Idaho Unit" please enter in University of Idaho 4-H Youth Development and add your county name at the end. For example: University of Idaho 4-H Youth Development Latah County

- For the unit contact information please enter in your 4-H Professional's name, phone number, and email address.

- To locate information about your county's 4-H office visit http://www.extension.uidaho.edu/find.asp this url will take you to an interactive map that has county office information.

NOTE: A presentation will not be considered complete until you listen to it to the very end.

- In the example note that the training status is incomplete

- Click the "Protecting Minors Training" text in blue

- The training will remember where you left off

- Once you have completed the training the training status will change
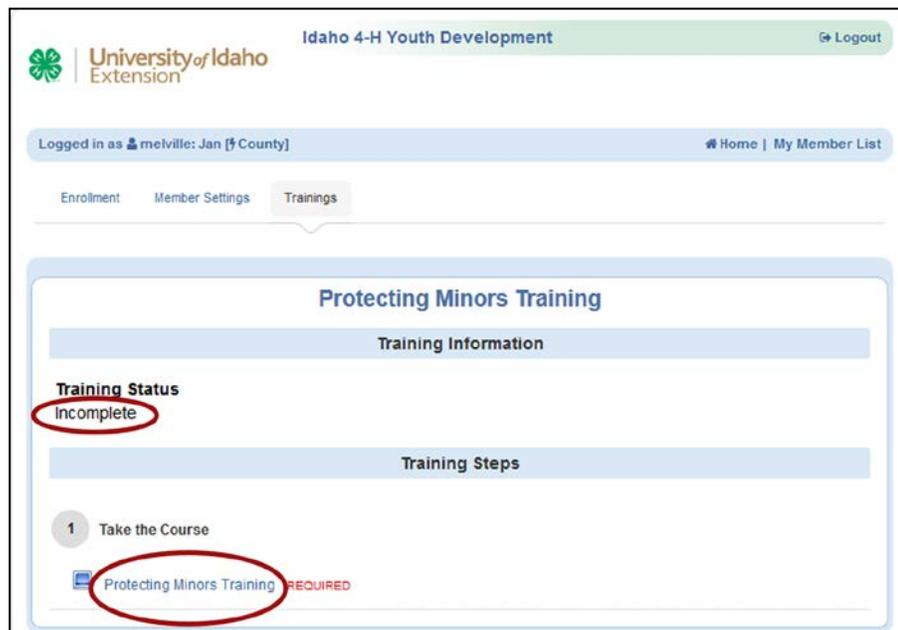
- You will also be able to print a certificate for your records. It takes a few minutes for the system to update for the certificate option to appear.
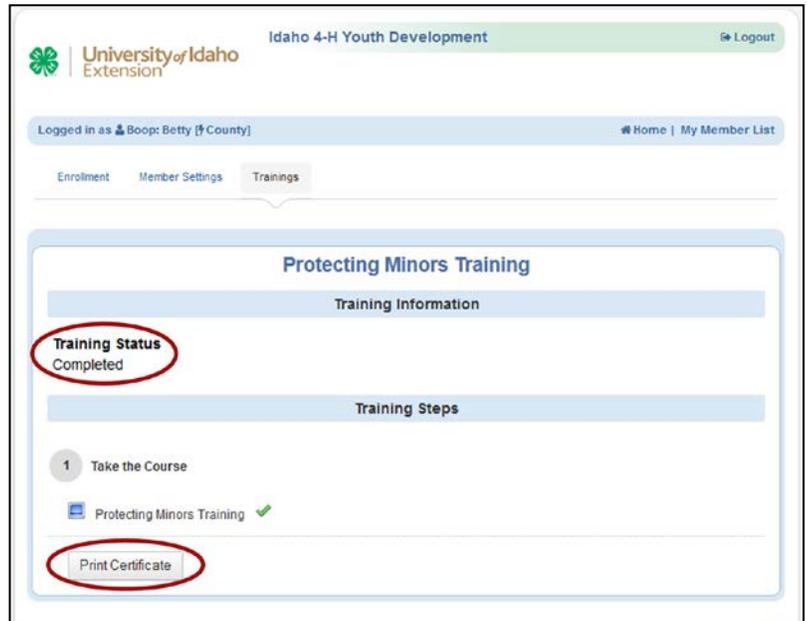
To Print a Certificate:

- Click "Print Certificate"

- A popup window will appear click "Open with Adobe Acrobat"

- The certificate will appear and from the menu, click File, then click Print
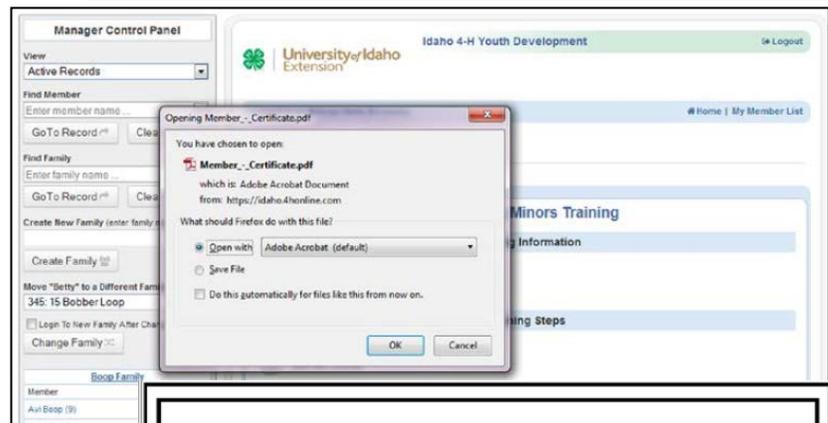
If you have questions or need further information do not hesitate to contact Erika Thiel at ethiel@uidaho.edu