

## **On-Line Mandated Reporter Training**

Approximately 60 Minutes

Anyone working in a Maine school is required by law to attend mandated reporter training within six months of their initial hire, and renew their certification every four years (Title 22: Chapter 1071: §4011-A, Reporting of Suspected Abuse or Neglect). An on-line session through Maine DHHS is available for this training.

1. Before you begin, obtain the following document from Human Resources:
  - [How To Sign Up for a JPMA Account and Find the Mandated Reporter Training](#)
2. Follow the instructions to create a free JPMA account at: <https://www.jpmaweb.com/> .
3. Once you have set-up an account, access and view the on-line Mandated Reporter course.
4. When finished viewing the course, complete the on-line quiz.
5. Final Step = print out the on-line certificate, have your supervisor sign, and bring a copy to the Human Resources Office as proof you have completed the training.

If you have any questions, please contact your supervisor or the Human Resources Department.