ONLINE COURSE INSTRUCTIONS
Child Abuse in an Educational Setting

ONLINE COURSE DESCRIPTION

The **Child Abuse in an Educational Setting** course is a 1-hour, self-paced online training designed for school personnel. It provides instruction on how to recognize and report child abuse occurring in an educational setting, in accordance with the 2018 Amendment to New York State Education Law Article 23-B.

HOW TO ACCESS COURSE

1. Go to: https://healing-ny.org/product/july-2025-to-july-2026-child-abuse-in-an-educational-setting
   (We recommend using Google Chrome for the best experience)
2. Use the coupon code provided by your school/organization
   COUPON CODE: _____
   (Do not share this code outside your school/organization)

REGISTRATION INSTRUCTIONS

1. Click **"Purchase This Item"** – the course will be added to your cart.
2. Enter your **coupon code** in the designated box and click **"Apply Coupon."**
   - Your total should now be $0.00
3. Click **"Proceed to Checkout"** and complete the registration form.
   - No payment information is needed
4. Click **"Place Order"** to complete registration.
5. After placing your order, click the link to start the course, or log in anytime at: https://healing-ny.org/my-account

Note: Your dashboard will show all Healing NY courses. Unless instructed otherwise, you only need to complete this one.

CERTIFICATE OF COMPLETION & SUBMISSION

Once you have successfully completed the course, the system will automatically generate a certificate of completion. Please note that it is your responsibility to submit the certificate to your school or agency. To access your certificate, log in at: https://healing-ny.org/my-account.

Certificates will remain available in your account until **June 30, 2026**. If you need a copy after that date, please email: training@healing-ny.org. Healing NY retains certificates for at least 5 years (per NYSED requirements)

The state currently does not require participants or Healing NY to mail or upload participant training completion information to the state. Healing NY does not submit certificates to schools/agencies on behalf of participants.

TECH SUPPORT

Having technical trouble or need help accessing your certificate? Email us at: training@healing-ny.org.