



ONLINE COURSE INSTRUCTIONS

Identifying and Reporting Child Abuse and Maltreatment for Mandated Reporters

ONLINE COURSE DESCRIPTION

The **Identifying and Reporting Child Abuse and Maltreatment for Mandated Reporters** course is a 2.5-hour, self-paced online training designed to educate professionals who work with children and youth on how to identify signs of abuse and neglect and understand their legal obligations for reporting under New York State Social Services Law.

HOW TO ACCESS COURSE

1. Go to: <https://healing-ny.org/product/july-2025-to-july-2026-identifying-and-reporting-child-abuse-and-maltreatment-for-mandated-reporters>
(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.

SUBMISSION OF COMPLETION INFORMATION

Beginning **July 1, 2025**, Healing NY is required to collect personal identifying information and submit proof of completion for each course participant to the **New York State Education Department (NYSED)**. At the end of the course, you will see two blue buttons to submit your information securely:

- **TEACH Form Certificate** – for teachers and school personnel using the TEACH system
- **Other Professions Certificate Form** – for all other licensed professions

All submissions are encrypted and secure.

CERTIFICATE OF COMPLETION

Once the completion information has been successfully submitted, two certificates will be automatically issued:

- The **first certificate** contains the information that is submitted by Healing NY to the NYSED via the completion information submission process detailed above. Participants do not have to submit this certificate to the state themselves.
- The **second certificate** is for your personal records.

Please check with your school/organization to determine if you are also required to provide them with a copy.

To access your certificates, log into: <https://healing-ny.org/my-account>. Certificates remain **available through your account until June 30, 2026**. Need a copy after that? Email: training@healing-ny.org. Healing NY retains certificates for at least 5 years (per NYSED requirements).

TECH SUPPORT

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