

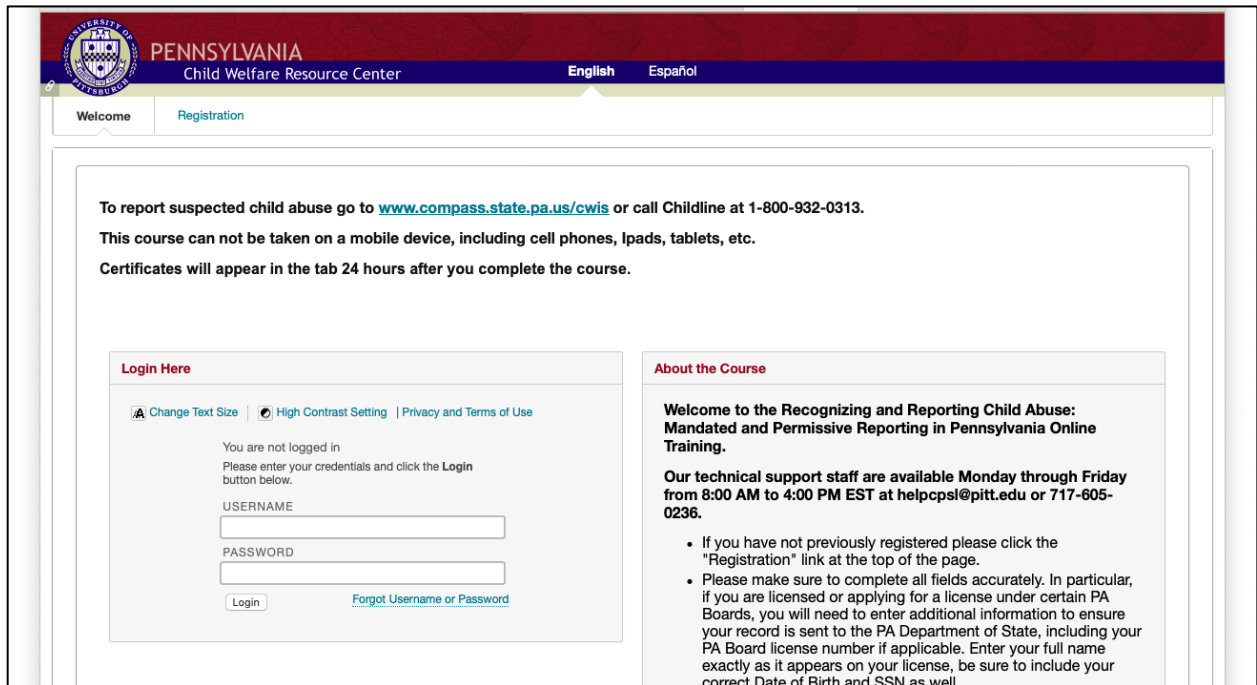
Obtaining Your PA Child Abuse Training Certificate:

As you complete the course, there is an opportunity to download your completion certificate. Save your document, and upload it to your CastleBranch (CB) account.

If you need to obtain the Certificate at a later point in time, please follow the directions below to obtain the Certificate document. Remember to upload it to your CB account.

Step 1: Navigate to

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id= 91 1 and enter your username and password.



The screenshot displays the Pennsylvania Child Welfare Resource Center website. The header includes the University of Pittsburgh logo, the text "PENNSYLVANIA Child Welfare Resource Center", and language options for "English" and "Español". Below the header, there are tabs for "Welcome" and "Registration".

The main content area contains the following text:

To report suspected child abuse go to www.compass.state.pa.us/cwis or call Childline at 1-800-932-0313.

This course can not be taken on a mobile device, including cell phones, Ipads, tablets, etc.

Certificates will appear in the tab 24 hours after you complete the course.

Below this text are two side-by-side boxes:

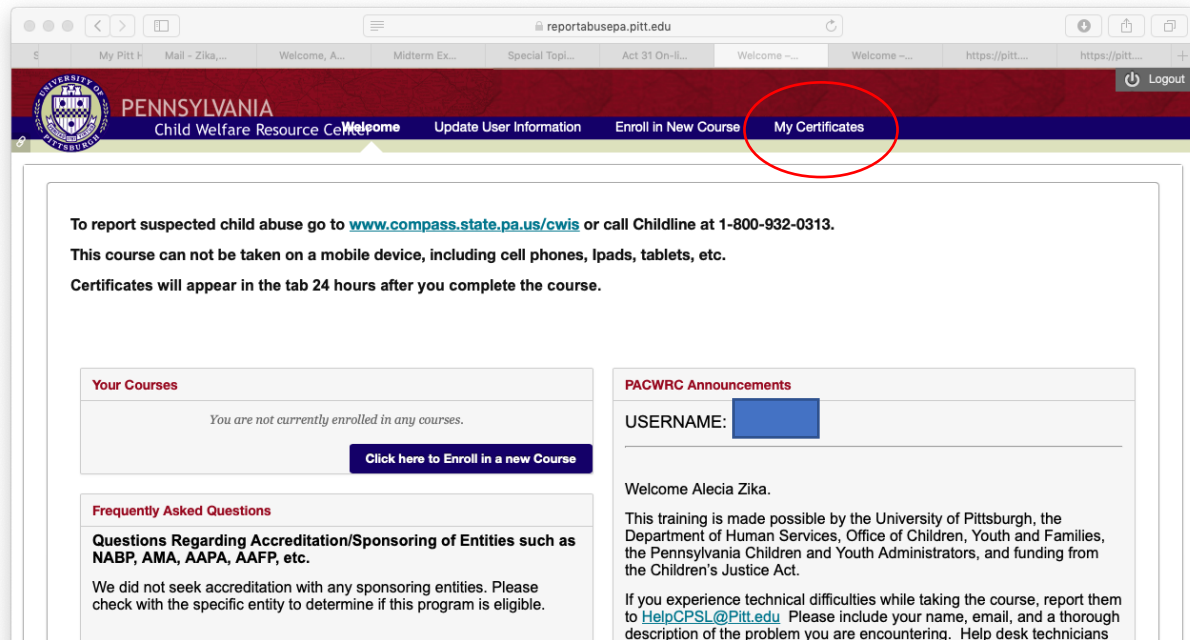
- Login Here:** This box contains a "Change Text Size" icon, a "High Contrast Setting" icon, and a "Privacy and Terms of Use" link. It states "You are not logged in. Please enter your credentials and click the Login button below." It features input fields for "USERNAME" and "PASSWORD", a "Login" button, and a "Forgot Username or Password" link.
- About the Course:** This box contains the following text:

Welcome to the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training.

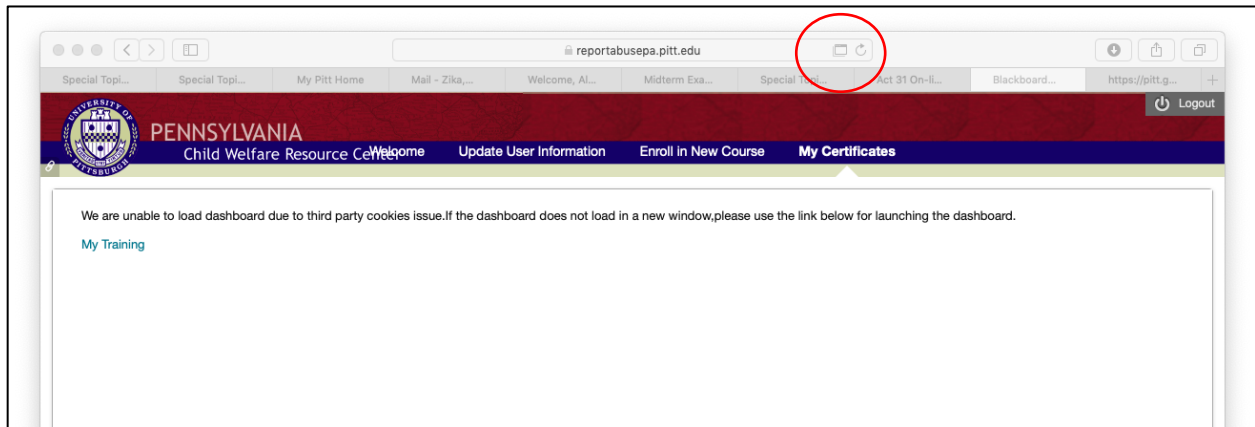
Our technical support staff are available Monday through Friday from 8:00 AM to 4:00 PM EST at helpcpsl@pitt.edu or 717-605-0236.

 - If you have not previously registered please click the "Registration" link at the top of the page.
 - Please make sure to complete all fields accurately. In particular, if you are licensed or applying for a license under certain PA Boards, you will need to enter additional information to ensure your record is sent to the PA Department of State, including your PA Board license number if applicable. Enter your full name exactly as it appears on your license, be sure to include your correct Date of Birth and SSN as well.

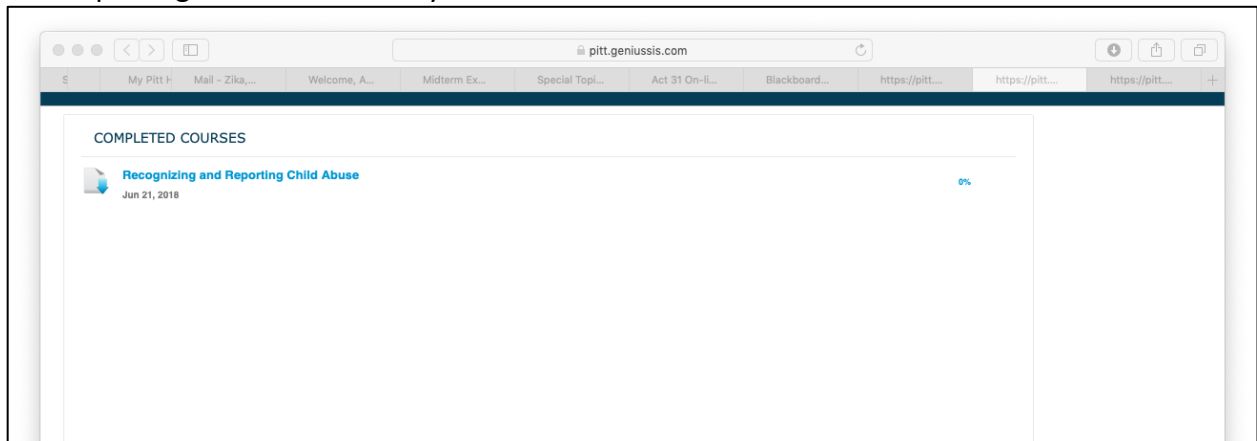
Step 2: Once logging in, click on “My certificates” in the upper right-hand corner



Step 3: If you enable cookies on your browser, the certificate should show up as on step 4. If not, you will see the message below. At this point, you will need to locate the little box next the web address and refresh button and click on it (circled below).



Step 4: A page with your completed courses should pop up. Click on the link to the “Recognizing and Reporting Child Abuse” and your file should download.



Step 5: Upload your file to CastleBranch!

