

**University of Pittsburgh**  
**Pennsylvania Child Welfare Resource Center**  
**Child Abuse Recognition and Reporting Online Training Module**

**Step 1:** Click here to access the Welcome Page

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id= 2 1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 2 1)

**Step 2:** Click **Registration** near the top of the page to access the New User Registration screen and complete the required information and hit Submit

**Important thing to note**

*Make sure to select the appropriate Pennsylvania State Board from the dropdown list so your credits will be automatically reported.*

**Step 3:** Your new Username and Password will appear at the bottom the screen. Please make a note of this information and then click the **Click Here to Login** link

**Step 4:** You will be redirected to the Welcome page which will now show the training session under **Your Courses**.

**Step 5:** Click the name of the course to access the training.

**Important things to note**

- The training module will guide you through the steps needed to complete the training. You will not be able to skip ahead
- You will not be able to advance to the next slide until the countdown on the slide concludes
- Some slides will require you to access links before you can advance to the next slide

**Step 6:** Once you have completed the training you will have an option to download a certificate. The credits will be automatically reported to the Pennsylvania State Board

**Important things to note**

- You will receive a confirmation email if all information once you have completed the training
- The process for reporting completion information takes 7-10 days. Please allow appropriate lead time to meet your end of year requirements

If you have any questions please do not hesitate to contact the office of CMIE at

[penncme@penncme.upenn.edu](mailto:penncme@penncme.upenn.edu) or (215) 898-8005.