

## How to Complete Your Vulnerable Adult Mandated Reporter Training:

1. Go to: <http://registrations.dhs.state.mn.us/>
2. Under “Continuing Care – Disability Services “, Click on “Online Training”
3. Click on the link “Take the Course” under the bolded print
4. Navigate through the content by reading each page and clicking continue
5. Doing the mini-quizzes on the pages will help prepare for the end exam
6. On the final page, click “Final Quiz”
7. In the newly opened window, click “Next-Register” button
8. Fill out all the information and submit
  - a. Position is “Other Mandated Reporter”
9. Click “here” in the phrase: “To take the certification test please click [here](#).”
10. You must score higher than an 80% in order to pass the exam. You will need to take the exam until you get an 80% or higher.
11. Once you have passed the exam, your score will show on the screen as well as a link to print off the certificate of training.
12. You will need to:
  - a. Print off the certificate and bring in into the office to give to the Training Coordinator or your supervisor.
  - b. Email the certificate in a PDF to the Training Coordinator or your supervisor.
  - c. Fill out a purple training slip in order to get your one hour of training to count toward your yearly total and turn it in to your supervisor with the certificate.