



**DIOCESE OF ALLENTOWN**  
**SECRETARIAT FOR CATHOLIC HEALTH,**  
**HUMAN SERVICES AND YOUTH PROTECTION**  
**Post Office Box F**  
**Allentown, Pennsylvania 18105-1538**

**Instructions to Obtain Mandated Reporter Certificates**

**Mandated Reporter Training**

The Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training course is available online. All clergy, employees, or volunteers who interact with children are required to attend. Mandated Reporter Training expires every 5 years. Please keep you login information for future trainings.

1. Pa Family Support Alliance website: <https://pafsa.org/>
  - a. Click on “Trainings & Programs” at the top of the page
  - b. Select “Mandated Reporter Training”
  - c. Scroll down the page until you see “Upcoming Virtual Sessions at no cost”
  - d. Look for [Virtual Sessions in \(month\), \(click here\)](#)
  - d. Select a date and time that works for you
  - e. Fill in all the required boxes marked with \* (an asterisk)
  - f. Select “Register”
  - g. You will receive an email with information and the Zoom link. The timeline varies with each instructor.
  - h. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.
  
2. University of Pittsburgh’s website:  
<https://www.reportabusepa.pitt.edu/PublicStudentSignUp.aspx>
  - a. Fill out all required information (blue fields) to create an account.
  - b. Click “Submit” to create a username and password.
  - c. Login using your new credentials in the “Welcome” tab.
  - d. Complete the 3-hour (minimum) training course.
  - e. Upon completion, please print or take a picture of your certificate and give to your supervisor or Local Safe Environment Coordinator.