University of Vermont | Risk Management

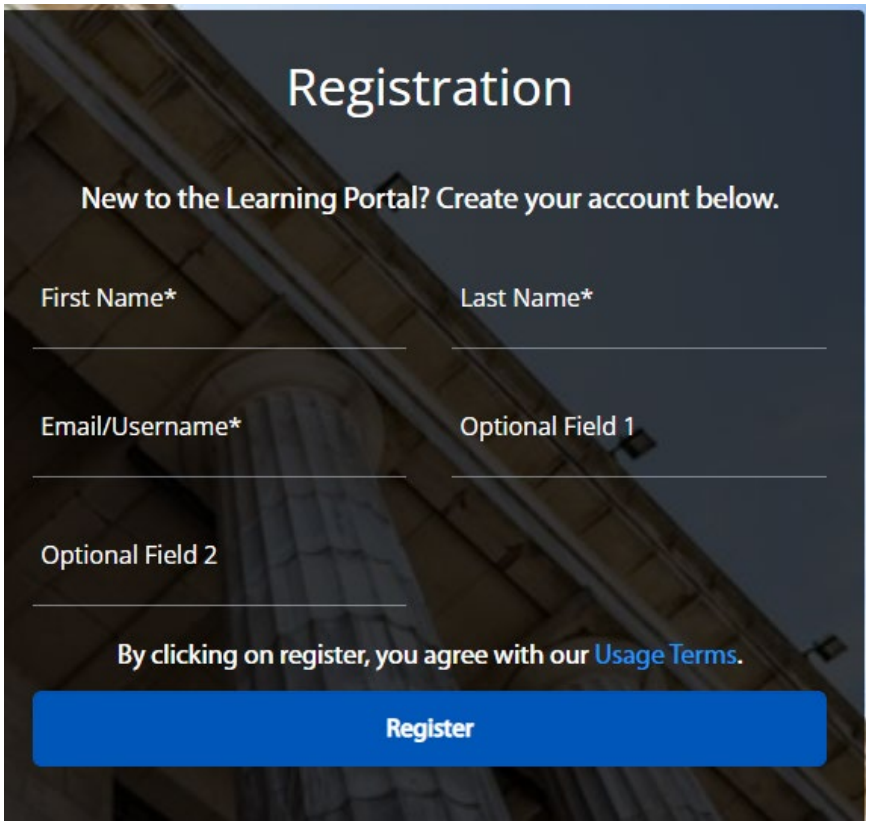
PROTECTING MINORS TRAINING INSTRUCTIONS

The University of Vermont's Protection of Minors Policy requires that all individuals who will have care, custody or control over *unaccompanied or unchaperoned* minors participating in UVM-sponsored programs on campus complete free, on-line training through United Educators prior to their participation in the UVM-sponsored program involving minors. This training is one-time and does *not* need to be updated or repeated once completed.

Program Sponsors are responsible for ensuring that the Protecting Minors training is completed by all individuals who will have care, custody or control over unaccompanied minors prior to the UVM-sponsored event, as well as maintaining documentation of completion of the training.

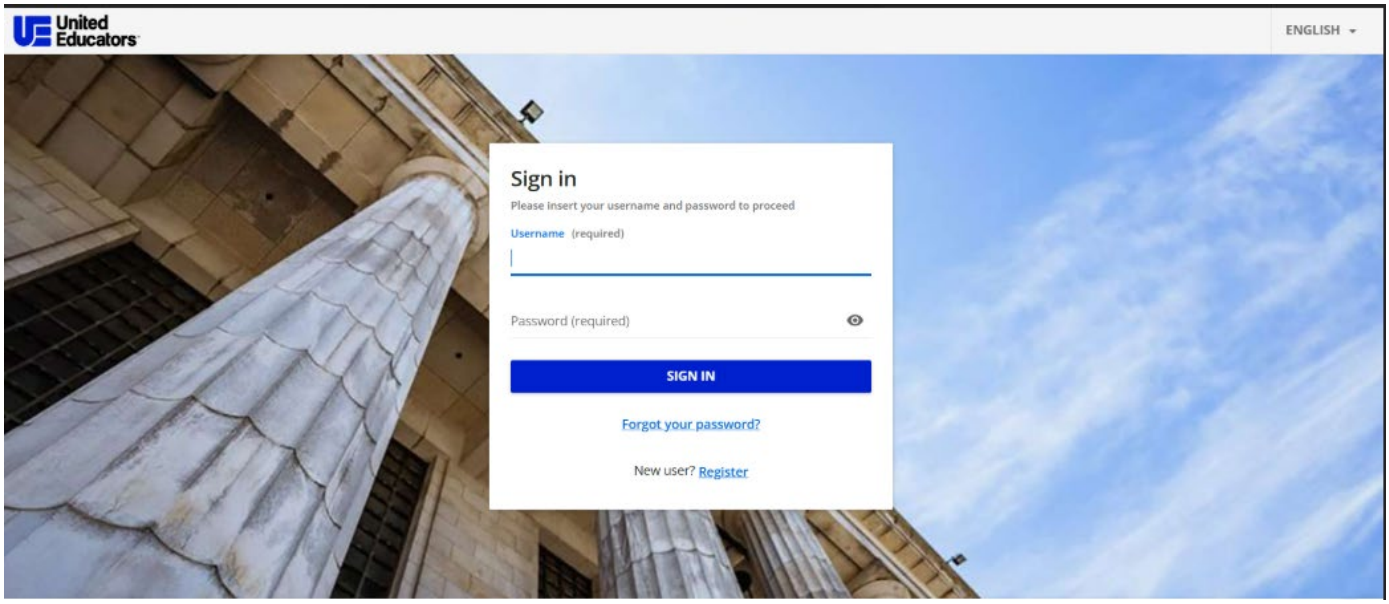
DIRECTIONS

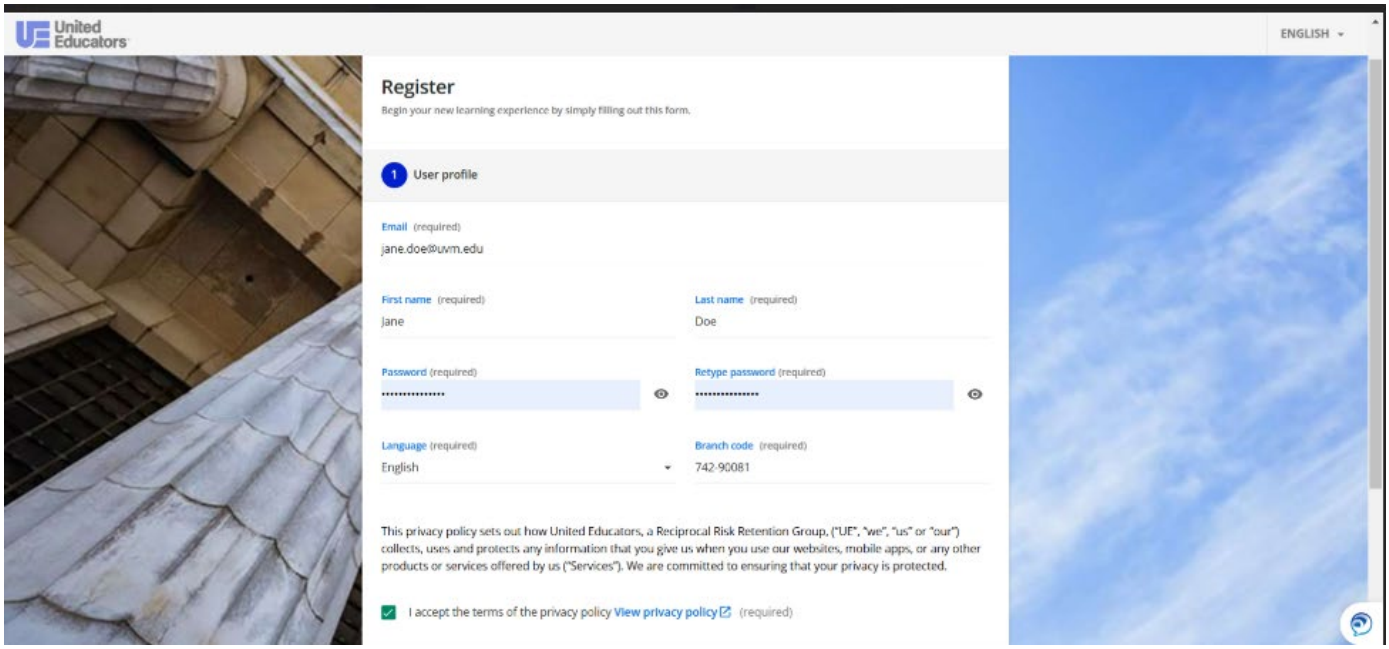
1. Go to: https://learn.ue.org/learn/lp/161/uvm-protecting-minors-online-training?generated_by=18441&hash=70d5e23b5a646d4de1b5d3435425d3c3f4a1fe61
2. Register: If you do not have a UVM ID, Register as a "New User"



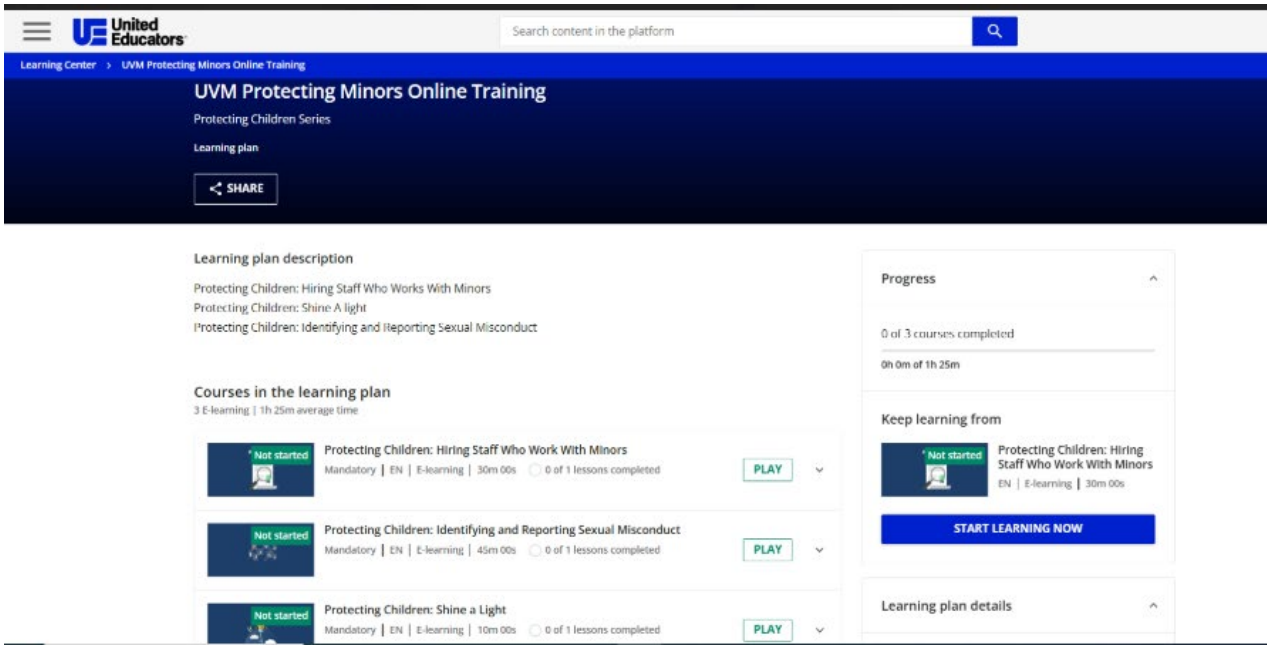
3. Enter your First and Last name and Email. You will be prompted for a Branch Code which is: **742-90081**

4. If you have a UVM ID and login, you can select "Sign In" and use your SSO to sign into the United Educators training. **You will still need the Branch Code above for login.**





5. There are 3 modules you will take:
   - Protecting Children: Hiring Staff Who Work With Minors;
   - Protecting Children: Shine a Light; and
   - Protecting Children: Identifying and Reporting Sexual Misconduct

- 

****The average completion time for all three of these modules is one hour and 25 minutes.**

6. At the completion of each of the three modules, you should receive an email from UE Learning Portal congratulating you on the completion of the course and providing a link to download your Certificate of Completion. You should download, save, and then e-mail each Certificate of Completions to the Program Sponsor.