

BHR Administrative Procedure
Training and Workforce Development

Mandatory Reporting of Child Abuse Training

Guidance for Bureaus and HR Business Partners

This procedure provides guidance for coordination of Mandatory Reporting of Child Abuse training programs between BHR Training, Human Resources Business Partners (HRBPs), and City bureaus.

All City employees are required to complete training for Mandatory Reporting of Child Abuse, which is available on [CityLearner](#) as eLearning. Because not all City employees have access to *CityLearner* (see **Note**), bureaus may want to arrange the training for individual employees or employee groups. A copy of the video may be used for individual or group training with confirmation of attendance by the manager or supervisor.

HRPBs may facilitate setting up this training, or the bureau can contact [BHR Training](#) directly.

Contact [BHR Training](#) for a .pdf copy of the training that will run on any computer with Adobe Reader.

Because the training is mandatory for all City employees, the supervisor or manager of the employee(s) must confirm their attendance. A completed roster showing the name, PERNR, and signature of each employee in attendance with a signature line for the supervisor or manager to confirm attendance is required.

After the training, the manager/supervisor must submit the completed roster to Training. Some City bureaus have the [Training Coordinator \(TC\)](#) assigned to one or more bureau employees. This role provides access to the LMS for administrative and reporting purposes, and allows the TC to book employees into courses. In this case, the TC will book all participants and forward the roster to Training. BHR Training will update employee training transcripts to reflect completion of the training.

Note: *As of the date of this SOP, all City employees have a “seat” in CityLearner, with the exception of: 1) non-management/supervisory police; 2) sworn non-management/supervisory firefighters; 3) temporary and seasonal/casual employees.*

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ADA Accommodation

ADA Accommodations: If you identify as a person with a disability and would like to request an ADA accommodation to participate in a City-sponsored training, please email us at HRTraining@portlandoregon.gov or call us at (503)823-6846. TTY users can reach us at (503)823-6868. Please note all accommodation requests should be submitted as soon as possible, but no later than 5 business days prior to the event. This allows enough time for us to process your request

Questions

Direct questions regarding this procedure to Training Staff at 503-823-6846 or 503-823-3526 or email [BHR Training](#).

Resources

[Training Attendance Roster Template](#) -Proctored Classes
[Summary of Training Programs for City Employees](#)

Date

10/11/2019