

Training Instructions:

Each training is paid time so please make sure you provide your supervisor/manager with the date and time you took each training and forward your certificate of completion to Kelly Rose, Human Resources Manager at krose@hfparks.com.

DCFS Training

All employees considered mandated reporters due to their active role with children or their potential contact with children are required to take specific DCFS Mandated Reporter training prior to starting your first shift and then every 3 years thereafter.

Below is the link and the instructions for you to get this training completed.

<https://mr.dcfstraining.org>

1. You will be required to register for an account before you can begin
2. Select New Course and complete the course objectives
3. After you have completed this training, there is an option to email your completion certificate.
 - a. Click HOME Tab (top left)
 - b. Click "View Course Certifications" Link
 - c. Click "Send Course Certificate" Link
 - d. Please enter the following email krose@hfparks.com into the Cc: boxes. If you forget to do this, just download a copy and attach to an email.
 - e. Click Send Course Certificate

Sexual Harassment Training

You will need to create an account, which will need to be approved by our PDRMA rep – this may take up to 2 business days so don't wait until the day before it is due! Follow the instructions in the document and you will receive a certificate. Please email your certificate to krose@hfparks.com.

1. All employees will need to register on the PDRMA website. To register, log onto <https://www.pdrma.org/member/registration>.
 - You will need to enter your personal information and press submit.
 - Go back to home page.
 - Once your account is verified, you'll receive confirmation via email.
 - When you receive the email, log back into the PDRMA website.
 - You might be asked to enter in your personal information again.
2. Complete the **Agency Information** sections:
 - Agency: **Homewood-Flossmoor Park District**
 - Department: **choose where you work from the dropdown menu**

- Title: **Choose your type of employment (Staff, Admin, etc.)**
3. Complete the **Contact Information** sections shown below as required:
- Personal email address
 - First Name
 - Last Name
 - The additional boxes are optional
4. Complete the **Program Enrollment** sections:
- Check the box next to:
 - I am enrolled in the Property/Casualty Program
 - check mark the box “I am enrolled in the Property/Casualty Program” and select Homewood-Flossmoor Park District
 - You do not need to enter a PDRMA Health ID; Date of Birth is optional
 - **DO NOT check the box:** I am enrolled in the PDRMA Health Program
5. Complete the **Account Security** sections:
- **Username & password**
 - Please choose a password that meets the following specifications:
 - Minimum of six characters.
 - Minimum of one capital letter.
 - Minimum of one number.
 - Minimum of one special character.

Once registered, online training is 60-90 minutes and there are four (4) different versions of Sexual Harassment Prevention and Response classes. Instructions to access the training:

- Select “**Training**” on the top menu bar
- Click “**Online Learning Center**”
- Click “**Learning**”
- Click “**Browse Course List**”
- For the English version, select “**Human Resources**”
- For the Spanish version, select “**Cursos en español**”
- In the Search Courses box, type “**Sexual Harassment**” and hit “**GO**”
- Choose the course - **Sexual Harassment Prevention and Response for Employees in Illinois**

In order for your training to be complete/receive your certificate, you must provide feedback on the course.

Active Shooter Preparedness

Use this link to complete the online active shooter preparedness training: <https://hfpd.thinkific.com/>.

Click "Sign in" – upper right hand corner

For NEW USERS:

Click "create a new account" Enter first name, last name, email address, a password, and your department name (i.e. Golf, Golf Maintenance, Wiley's, Parks, Recreation, RFC, Ice Arena, Irons Oaks, Lions Pool, Goldberg, etc.)

For RETURNING USERS:

Enter your email address and password. The "forgot password" is available to you in case you do not remember it.

Click "Sign up" at the bottom once all of the information has been entered. Select "Active Shooter Preparedness Video" Select "Enroll for free" to watch the video. Send Kelly Rose a screenshot or picture of the completion to krose@hfparks.com.

Cyber Security Training

Once registered on the PDRMA website (see Sexual Harassment Training steps above), the online training is 45 minutes and there are two (2) different courses:

- Select "**Training**" on the top menu bar
- Click "**Online Learning Center**"
- Click "**Learning**" at the top
- Click "**Browse Course List**"
- Click "**Cybersecurity**" on the left under "Topics"
- Select "**CyberSecurity Awareness**" and click "**Go to course**" then "**Enroll Me**"
- Select "**Cyber Phishing Protection**" and click "**Go to course**" then "**Enroll Me**"
- Click "**Home**" at the top and both courses will be in the "Courses You're Enrolled In"

You can now complete the courses.

Reminder:

Each training is paid so please remember to provide your supervisor/manager with the date and time you took each training!

If you have any questions please contact Kelly Rose, Human Resources Manager at krose@hfparks.com or 708-332-7786.