

Protection of Minors United Educators Online Training Instructions

We at Boston University have an obligation to ensure a safe and productive environment for all members of our community especially our sponsored or affiliated programs. This includes an environment free from all forms of sexual misconduct. Our online program titled Protection of Minors is required for all staff and students that interact with minors. As a member of our community understanding your role and responsibilities and having the necessary tools to help us achieve a safe and secure learning environment is of the utmost importance.

Please follow the instructions below to initiate the program.

How to access and complete the on-line learning program:

- 1) Go to <https://learn.ue.org/YB50M188772/buProtectionofMinors>
- 2) Complete the Registration form.
 - a. Enter your first name, last name, and email address and click Register.
 - b. You will receive a welcome email with your username and a temporary password.
 - c. Follow the link in the email to sign on.
 - d. You will be prompted to:
 - a. Enter your temporary password
 - b. Create a new password
 - c. Create and answer a security question
 - e. Once you are logged in, select “Identifying and Reporting Sexual Misconduct” and “Boundary Training for Educators” under My Courses, then launch each course by clicking “Launch.”
 - f. A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of each course.

Tips for Completing Courses

- Pop-up blocker must be disabled for ue.blackboard.com
- Ensure your computer meets all System Requirements

Need Help?

If you have any issues with sign-in or accessing the courses, or if you did not receive your welcome email, visit the Support Portal at portalhelp.ue.org. Or click any Support Portal link on the site. All other questions should be directed to Protection of Minors in Human Resources, (617)-353-4460 or pom@bu.edu.

Thank you for your time and cooperation in completing this essential training program.

Other Key Information about the United Educators Training

Who must take this training?

- *Minors Program participants:* All University students, faculty, staff, and volunteers who participate in Minors Program activities and programs
- *Minors Program Coordinators:* The individual within each Boston University school, college, unit, or department sponsoring, operating, or participating in an on- or off-campus program involving minors who is primarily responsible for coordinating that department's obligations under this Policy, maintaining records, ensuring compliance within their area, including requiring Program Operators to report to them on Policy compliance.
- *Minors Program Operators:* Individuals who operate programs with minors who must report to MPC on Program activity and Policy compliance; they are primarily responsible for coordinating a particular minors program(s) obligations under the Policy.

What is the training?

The Online Protection of Minors training is an interactive online course that provides guidelines for interacting with minors, warning signs for abuse or neglect, and how to report suspected abuse or neglect. The training is hosted by the online vendor EduRisk by United Educators. The training includes two modules, one on Identifying and Reporting Sexual Misconduct, and the other on Boundary Training for Educators.

Length

The courses take ~60 minutes to complete.

Validating Completion

Once online training is complete, please save your completion certificate and send it to your [Minors Program Coordinator](#)

Frequency

The [Protection of Minors Procedures](#) state that for minors programs operated by the University or on University property, timing is "Upon hire, first-involvement in activities involving Minors, or a change of engagement in activities involving Minors (for example, if an activity/program involving Minors was formerly non-residential, but becomes residential)." This is the minimum requirement, but many programs require training annually or at some regular interval, regardless of any programmatic changes.

Frequency Best practice

At least annually, especially since the UE training educates on important topics, such as how to spot signs of abuse and neglect.