CHILD ABUSE AWARENESS & PREVENTION

All staff are required to take an online Child Abuse Awareness and Prevention course annually.

- The online courses typically take 40-60minutes available to take at any time

- **NEW HIRES**-You will receive an email from Armatus when your 30 day new hire training checklist is created in UKG/Kronos. This email will contain directions and a unique login to take the course through our training vendor. Directions to complete the child abuse prevention course will also be in the checklist in UKG/Kronos.

- **RE-HIRES**-You will receive an email when your 30 day re-hire training checklist is created in UKG/Kronos. This email will contain directions on how to access your checklist. Directions to complete the child abuse prevention course will be in the checklist in UKG/Kronos.

- **ANNUAL RENEWAL**-You will receive an email from Kronos/UKG 60 and 30 days prior to your yearly renewal date. This email will contain directions on how to access the course.

- **2021 Annual Training Rollout Note-**Staff who took Meet Sam more than 12 months ago will be assigned a checklist in UKG/Kronos to complete the online learning. This checklist will have a 30 day training completion deadline. When the checklist is assigned the staff member will receive an email with detailed directions on how to complete the training from UKG/Kronos. Directions will also be in the checklist in UKG/Kronos.

- Once the online course is completed it will be automatically uploaded to your UKG/Kronos profile by HR. Please wait for the email confirming a checklist has been created. If you don't receive this email within 2 weeks of starting, please contact your supervisor.

- Staff may log in to https://armatus2.praesidiuminc.com/armatusUser/login# to take their assigned training. The user name and password is typically (first initial)(last name) with a password of the last 4 numbers of their employee ID followed by ia. Example: Employee Big Bird with Kronos ID 90210: User name is bbird with password 0210ia (only use last 4 digits)