

# Child Safety Online Training Options

If your community would like to use online resources in order to complete their child safety training you will find information on how to do so here.

IRIS has come to learn about two resources to use, [Protect My Ministry](#) or [Insurance Board](#). Both web pages requires one person to set up an administration account before the volunteers are able to complete their online training. However, Insurance Board is free while Protect My Ministry has a bundle fee in order to use their services.

## Protect My Ministry

This web page offers online training for \$3 per training (the training will be for free if you also order your background checks through them as well, but unfortunately this is not the background check that IRIS require you to have). This program can be set up directly online and will be ready to use between 48 - 72 hours after signing up. Their startup fee is \$49 which is a onetime fee and the yearly fee of \$149. You are also required to pay the online trainings up front which means you will need to know the number of trainings needed (it is possible to request more training at a later time).

To get more information click on the link → <https://protectmyministry.com/child-safety-training/online-training/>

- Scroll down, click on “Free Video Preview”
- Fill out the form
- You will then receive an email with a link to follow
- Click on “watch more free videos”
- Here you will find the video on the Child Safety training and how to send it out

To sign-up for the administrator account:

- Go to <https://protectmyministry.com/signup/>
- Click on New Account Signup form
- Complete application
- Select bundle 1

Volunteer set-up

Once the account is set up the administrator can sign up volunteers and they will receive an email with a link to follow to complete the online training. The training takes 30-45 minutes and ends with a 25 question exam which the volunteers need to answer 70% correctly to receive their certificate of completion.

The volunteers will receive an email with the following information

*This is being sent from a shared demo account - you will be able to customize this email template for your ministry.)*

*Protect My Ministry requests that you take an online course in child safety which specifically covers sexual abuse awareness and prevention. By clicking the link below you will be able to access the Child Abuse Awareness video training at no cost to you. When you have completed the video training, start the 25 question quiz by clicking the button at the end of the last video.*

*Click this link to begin training: <http://www.mobilizemyministry.com> (If link has been disabled, copy and paste it into your browser.)*

*If you have any technical difficulties with the course, please contact Protect My Ministry at 800-319-5581 and ask for Client Support.*

*Since it is our policy that you take this course prior to serving, please try to complete the course within the next 2 weeks. If that is not possible, please let me know.*

*If you have any questions, please give us a call!*

*Thank you*

## **Insurance Board, Partners in Protection**

### **Training (Armatus) Course Outline**

Steps to take training:

1. Complete Administrator Guide and fax it to 216.736.3239
2. We will review, approve and then forward to Praesidium
3. Praesidium will email you your login information
4. Once you receive your login information, you may begin your training

To begin services, you must appoint an Administrator to register individual Users for training.

- Go to: <https://www.insuranceboard.org/safety-resources/safeconduct-workbench/>
- Scroll down and click on *administrator* under *administrator Guide*. Your community has to fill out this application in order to set up an administrator

account so you can track and administer the volunteers' progress in their online training.

If you have any questions in regards to the administration application contact Insurance Board by email: [Dgrasso@insuranceboard.org](mailto:Dgrasso@insuranceboard.org) (this is also the email the application is to be sent to).

### **Administrator Responsibilities**

The person setting up the administration account will be responsible for registering individual Armatus training Users according to the Users Guide provided by Praesidium. The following information will be collected for each user in order to (1) generate a login and password; (2) communicate the login and password to the student; (3) track completion of the training; (5) generate a completion certificate via e-mail; and (4) track overall program utilization: Last Name First Name E-mail address Birthday (Month & day = MMDD = Feb 01 = 0201 to create an ID number) State of residence IB number in the Remarks field to permit reporting The Armatus system batches e-mail communication to Users overnight. Users should know in advance that training will be assigned by this method so they expect to receive e-mail instructions. The Administrator will observe and report training compliance to church/camp leadership according to the requirements established by the latter.

### **Volunteer Setup**

Once this is done the volunteers will receive an email with the following instructions used to log in and complete the online training:

“To access Armatus, please follow these instructions:

1. Go to [www.insuranceboard.org](http://www.insuranceboard.org)
2. Click on 'Safe Church SafeConduct Workbench' under the drop down menu 'Safety Solutions' on the top middle section.
3. Under the heading Begin Training, click the red wording Armatus training.
4. On the Armatus login page, enter your personal login and password and click submit.
5. Scroll down to view the courses available to you.
6. To begin a course, click the icon or the title of the course. Once you have completed your courses you may use the orange certificate button on the top right of the home page to view, print, or email your certificate.

You will receive e-mail notification of completion. Your local Church or Camp Administrator will also be able to monitor your progress in completing the series.

Remember, your username and password are unique to you. Do not share them with anyone else.

If you experience any technical difficulties, please email [support@praesidiuminc.com](mailto:support@praesidiuminc.com) at any time or call Armatus Support at 1-800-743-6354, Monday-Friday, 8-5 p.m. Central Time.”

Good luck!