Child Protection Training for Covered Adults

University of Tennessee System Safety Policy SA0575: Programs for Minors, requires that all "Covered Adults" complete training at least once every two (2) years.

How to Fulfill the Training Requirement

There are two options available to complete the training:

1. Complete the "Child Protection Training" online training module in the Skillsoft eLearning system (Skillport). This is the preferred option for UT employees (must have netID).

2. Present the ready-made PowerPoint. This option is most suitable for groups and for those who do not have netID's, such as volunteers and contractors. Program Directors, department heads, and others who have direction over covered programs may request the PowerPoint by emailing your campus Designated Official (see below) or by emailing Johanna Owenby. This method of training requires that you send a list of training attendees to your campus Designated Official for tracking.

Campus Designated Official

Health Science Center
Donna Lenoir UTHSC Human Resources Training (901) 448-5600

Where to Access the Online Training Module

The online training module is housed in Skillport, the Skillsoft eLearning management system administered by UT Human Resources. You must have a UT netID to use Skillport. In addition, you must be pre-registered in the Skillport system. You can register one of two ways:

1. Email Johanna Owenby and request to be registered in the Skillport system. You may also request that the Child Protection Training be added by Johanna to your Skillport plan.

2. Self-register by using this link: https://oit2.utk.edu/cbt/newregister.php

3. Once you have registered, you can log in. After logging in, to find the training,
click on the "Catalog" left-hand link, then the "Child Protection Training" folder. The "Child Protection Training" module is located here.

Important note for all users: The Skillsoft system will work more efficiently and smoothly if you first run the browser compatibility check to determine your computer’s browser versions, JAVA version, and more: http://browser.skillport.com/bh/default.asp. The check is quick and will send you an email of your results. If the check identifies updates for you, particularly with JAVA, you will need to make those updates or you will likely be unable to access eLearning. Your department’s IT professional and/or your campus's OIT helpdesk can help you make updates.

Existing Skillport users: If you have used Skillsoft eLearning in the past, you do not need to register again, because you are already registered in the system. You may log in as usual and click on the "Catalog" left-hand link, then the "Child Protection Training" folder. The "Child Protection Training" module is located here. Or, you may email Johanna Owenby and request that the training be added to your plan.

Questions or concerns about the Skillport system should be referred to Johanna Owenby. Questions about technical problems, such as Java or browser updates, should be directed to your department's IT professional.

How Training is Tracked and Recorded

It is essential to keep training completions recorded in IRIS. Covered Adults are required to complete training every two years; in order to track compliance on this requirement, we must keep training records up to date.

If you completed the online training, your completion was automatically recorded by the Skillport system. Skillport completions are inputted to IRIS once per week.

If you presented the PowerPoint to a group, please email or campus-mail a list of attendees to your campus Designated Official (see list above). The list will be inputted into IRIS. This is the only way to ensure that your training attendees will receive credit for training. Please include the following information:

- First name
- Last name
- Personnel number (if known)
- If personnel number is not known, please provide the FULL first, middle, and last names of each individual. There are many common names at UT.