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 K@TE Learning Management System This is the preferred option.

2. Present the **ready-made PowerPoint**. This option is most suitable for groups. 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 the UT office of [Employee & Organizational Development](#). This method of training **requires that you send a list of training attendees** to your campus **Designated Official** for tracking and/or recording of HR128 professional development credit.

Campus Designated Official

Health Science Center

Anesha Jones UTHSC Human Resources Training (901) 448-5600

Where to Access the Online Training Module

The online training module is housed in K@TE, the Learning Management System administered by Human Resources. (Note: Microsoft Internet Explorer with provide the most trouble-free experience with this training. Other browsers can be used, but will require you to respond to questions such as ""Load unsafe scripts?" and "Allow flash?" With any browser be sure you have pop-ups enabled.)

- Login to K@TE at https://kate.tennessee.edu/. You will see two options:

- For "UT Faculty and Staff": Enter your NetID and password.   In the search box in the top right, type in "Child Protection Training for Covered Adults" (or just "CPT").   Click on the class, then click "Launch."

- For "External Customers" (and most UT students, etc.): If already registered in K@TE for CPT, login with your email address and password here. If you need to create a new K@TE account for CPT, go to https://tennessee.csod.com/default.aspx?c=utsa-cpct and follow the instructions. When you see "Training Details – Child Protection Training for Covered Adults," click "Request" and fill out the form to create an account using your own email address.

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 K@TE. K@TE completions are inputted to IRIS each evening.

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."