

# CHILD PROTECTION TRAINING FOR COVERED ADULTS

The University of Tennessee Health Science Center  
Campus Designated Official  
UTHSC Human Resources Training  
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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

Complete the “Child Protection Training for Covered Adults” online training module in the [K@TE Learning Management System](#).

## Where to Access the Online Training Module

Login into K@TE at: <https://kate.tennessee.edu/index.html>

- **UT Employees:** Select 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.” Once completed, please send the certificate to Human Resources Employment and Records.
- **Non-UT Employees:** Please refer to the Child Protection Training MOC PowerPoint. Once reviewed, please sign the Child Protection Training MOC roster. Once completed, please send the roster to Human Resources Employment and Records
- Microsoft Internet Explorer will 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. 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

Online training is automatically recorded by K@TE. K@TE completions are inputted to IRIS each evening. For K@TE and Non-UT Employees, please print and provide a copy of the “Child Protection Training for Covered Adults” training to Human Resources. (It is highly suggested that Program Directors keep a copy of the training). Covered Adults are required to complete training every two years to track compliance with this requirement where we must keep training records up to date.

**Program Directors may also contact the following individuals for additional information.**

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## HUMAN RESOURCES EMPLOYMENT AND RECORDS

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