

Programs Serving Minors on Campus

Mandatory Training

All individuals paid or unpaid, who are authorized by Columbus State University (CSU) officials to have direct contact with minors, including supervision of minors are considered Responsible University Officials.

Effective April 1, 2025, all Responsible University Officials are required to complete the CSU Programs Serving Minors Training course listed below each fiscal year **before** they begin working with minors in programs sponsored by CSU and/or hosted on CSU campuses and properties.

Third party sponsored events hosted on CSU campuses and properties can also utilize this training for their employee and/or volunteers who are Responsible University Officials.

Required Training: CSU Programs Serving Minors Training

- The **CSU Programs Serving Minors Training** is a required annually for **Program Directors/Responsible University Officials** and is available for free online.
- The training covers current information about CSU policies and procedures when working with minors.
- Upon completion of the course, the final slide of the presentation includes a link to confirm completion of the Programs Serving Minors Training. Once the confirmation is submitted, a Certificate of Training will be emailed to the participant. This certificate must be retained for compliance and record-keeping purposes. **Program Directors and Responsible University Officials** are required to submit a copy of the Certificate of Training to the CSU Program Sponsor each fiscal year.

Recommended Training: Mandated Reporters: Critical Links in Protecting Children in Georgia

- This course is strongly recommended annually for Program Directors/Responsible University Officials and is available for free online through the State of Georgia and Pro Solutions Training. In this course, Program Directors/Responsible University Officials will learn how to better recognize the indicators of abuse and neglect; identify the groups of children that may be at a higher risk of being abused or neglected; and understand your role in responsible reporting as mandated by law in the State of Georgia.
- Upon completion of the course, Program Directors/Responsible University Officials are to provide a copy of the Certificate of Completion (instructions below) to the CSU Program Director each fiscal year.

Following are instructions for setting up an account and accessing the training. You can also [view/print a PDF](#) of these instructions.

1. Create or access an existing Pro Solutions Training account:

1.1 Provide the required information to create an account: <https://www.prosolutionstraining.com/registration/>

Note: Your email address will be your username whenever you return to the site.

1.2. Log in to Pro Solutions Training at: <https://www.prosolutionstraining.com/login/>

2. Add the course to your Pro Solutions Training account:

2.1. In the Search Field, enter the course name:

Mandated Reporters: Critical Links in Protecting Children in Georgia

2.2. Select course, Add to Cart.

2.3. Go to Cart at top right of screen. Official

2.4. Select Purchase Now (course is free).

2.5. At Order Purchase screen, select Complete Order.

3. Start the Pro Solutions Training online course:

- 3.1. At Order Confirmation screen, you may begin the course (audio is needed).
- 3.2. At the end of the course, you will be asked to take an assessment test.
- 3.3. Upon successful completion of the assessment, a certificate will be provided.

4. Print a Certificate of Completion for the course:

- 4.1. Click the Print Certificate link beside the course name on your account screen.
- 4.2. Provide a copy of the Certificate of Completion to the CSU Program Director each fiscal year.