Introduction

Smith College serves more than 5,000 minors annually. College students, faculty, and staff interact with youth in many ways. You may be a coach, counselor, mentor, researcher, teacher, or volunteer. Perhaps you are with an outside group, such as a school or camp that brings kids to Smith. Whatever your role, this website is designed to be a resource to help you understand your role and responsibilities in the protection of minors on campus.

The Child Safety Certification process will be managed electronically with database collection of program information. Names of individuals who have gone through the certification process will be available to Program Directors for their programs.

Certification is valid for all Smith programs. Individuals do not need to pre-register with a Smith College program in order to start the certification process; individuals may seek Child Safety Certification prior to engagement with a specific program (e.g., students may pro-actively become Certified because they wish to seek employment at the CECE or Campus School).

This user guide is designed to help users with the online certification process, from registering as a user, locating your program, and completing the necessary steps to becoming successfully certified.

Contacts and Getting Help

<table>
<thead>
<tr>
<th>If you have having trouble with...</th>
<th>You should contact this office...</th>
<th>Specifically, this person...</th>
<th>At this number...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Issues &amp; Troubleshooting</td>
<td>Five College Compliance and Risk Management</td>
<td>Administrative Assistant</td>
<td>413-538-2344</td>
</tr>
<tr>
<td>Policy or procedures</td>
<td>Five College Compliance and Risk Management</td>
<td>Director</td>
<td>413-538-2731</td>
</tr>
<tr>
<td>Questions on your CORI/SORI check</td>
<td>Human Resources</td>
<td>Associate Director</td>
<td>413-585-2266</td>
</tr>
<tr>
<td>Miscellaneous issues</td>
<td>Five College Compliance and Risk Management</td>
<td>Administrative Assistant</td>
<td>413-538-2344</td>
</tr>
</tbody>
</table>

More Information on Child Safety at Smith College

Review the College’s Child Safety policy, procedures, and other guidance.

https://www.smith.edu/risk-management/child-safety
Log In to the Child Safety Certification Website

Five College Users
Five College users (users that have an email address for Amherst College, Hampshire College, Mount Holyoke College, Smith College, or Five Colleges) can log in with their college network ID and password.

Non-College Users
Non-College users (users who must use a non-College email address, such as parents or volunteers) will sign in with their
Becoming Certified

Once you have an account, you may log in at any time to check your progress and access/complete each step of certification. To being, log in and go to the Home page in the top navigation menu (or visit https://riskmgt.mtholyoke.edu/child_cert/main.php). The main steps towards certification are highlighted below in orange.

1. **Join and Review Your Programs**
   - Join your program(s) and check each program's certification requirements. Some programs will require both a background check and training, while others will only require training.
   - Go to Programs
     - You are associated with 1 active program(s).

2. **CORI Acknowledgement Form**
   - If you have joined a program that requires a background (CORI) check, you will need to print out the CORI Acknowledgement Form and bring it to your college Human Resources or Dean of Students office along with a valid photo ID.
   - Go to the CORI Acknowledgement Form
     - CORI not complete

3. **Training**
   - All users must complete the required training before working with children.
   - Go to Training
     - Trainings completed.

If you have any questions, please click the Help link on the top menu, or contact us at 413-538-2344.
1. **Add yourself to a program**

To add yourself to a program, go to the Programs Page ([https://riskmgt.mtholyoke.edu/child_cert/user_status.php](https://riskmgt.mtholyoke.edu/child_cert/user_status.php)) and use the filters to locate your program. You can click **View Details** to verify that this is in fact your program; once you’re sure, click **Join**.

If you add yourself to the wrong program by mistake, or wish to remove yourself from a program for whatever reason, find it in your list of programs and click on the [x].

- **Current Programs for mvalcour@mtholyoke.edu:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Program</th>
<th>Dates</th>
<th>Training</th>
<th>CORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Megan’s MHC Test Program</td>
<td>2/23/2015-2/27/2015</td>
<td>Incomplete</td>
<td>Required - not submitted</td>
</tr>
</tbody>
</table>

As you can see above, you will also be able to determine where you are in terms of certification for each program, and if any of your programs will require you to submit a CORI check.

2. **Print a CORI Acknowledgement Form**

Once you have finished entering in your account information, navigate to the **CORI Acknowledgement Form** (click on the link or go to [https://riskmgt.mtholyoke.edu/child_cert/cori_form.php](https://riskmgt.mtholyoke.edu/child_cert/cori_form.php)). Select your program from the drop-down list, click **Submit**.

This step is only required if you are in a program that requires a CORI.

A form will appear with the information you entered in Step 2; verify that information and then print your form. Bring that form to either Human Resources (for employees/volunteers) or the Dean of Students (students) with a government-issued ID (such as a driver’s license or passport).
Complete the training

Smith College requires that those who wish to be child safety certified to also review three separate trainings. All training is conducted online through the Child Safety Certification website.

To access the training, either click on Training at the top navigation bar or go to https://riskmgmt.mtholyoke.edu/child_cert/user_training.php. Select and complete each training.