Child Protection Training for Non-Employees

Independent Contractor/Volunteers

As per System Regulation 24.01.06, *an individual hired or assigned to an employee or volunteer position involving contact with minors at a camp and program for minors is required to complete training and examination on sexual abuse and child molestation*

Instructions for External Gateway (Contract or Volunteers)

The external gateway is intended for A&M System-affiliated individuals only working member sponsored Campus Programs For Minors.

To access the gateway, an individual needs two things: a working e-mail address and the current generated password. **NOTE: The gateway will send the completion certificate to this email address.**

1. Go to, https://apps6.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx
2. Type e-mail address where you will receive certificate and the password: **kalanChoe&Awe$72**
3. Click Submit.
4. Find the desired course. In this case, *Child Protection Training* (Approval #CPM12-0066).
5. Click Start.
6. The user will be required to enter their name, employer and the "How did you hear about this course?" fields.
   - **It is very important to ensure they enter their first and last name because that is what will appear on the completion certificate**.
   - Employer information should be input as TAMIU and Department or CPM name.
     - *Example: TAMIU- Continuing Education or TAMIU- Elementary Camp*
     - *They can also enter in their work address, city, state, and phone number, but those are not required in order to view the course. If they fill out those fields, they will appear on the completion certificate as well.*
7. Click Save.
8. Click Start Course.
9. 100% is the required score for a certificate
10. Upon successfully completing the course, an e-mail will be sent to the e-mail address that was used to login to the gateway. The e-mail will contain a link to the completion certificate. When they click the link, you'll have the option to download the certificate as a PDF.
11. **Forward PDF Certificate to ContinuingEducation@tamiu.edu.**