

Division of Personnel Services – Mrs. Sharon Kenerly – Director of Human Resources

M E M O R A N D U M

TO: Volunteers
FROM: Mrs. Sharon Kenerly
Director of Human Resources
DATE: August 2, 2017
SUBJECT: Mandated Training for School Volunteers

Various Federal, State, and local agencies frequently mandate annual training for most individuals affiliated with a public school district. Those in receipt of this memorandum are subject to these requirements which address receiving annual training in the following area:

Mandated Reporter

Volunteers can satisfy this requirement from home or at any other location of their choice. Documentation is collected electronically once the module has been completed.

Before beginning this training module, please be certain to have a sufficient amount of uninterrupted time to complete the session (approximately thirty minutes).

To access this module, follow the steps below:

- Type the following Web address into an Internet browser:
<https://www.compliancedirector.org>
- Select “**Georgia**” to view the titles of each training module and then choose the module you wish to pursue.
- Enter your **User Name** (Whitfield County) and **Password** (Hope). Both User Name and Password are case sensitive.
- After completing the module, you will be asked to login once again using the same username and password. At this point you will be able to enter your personal information to submit the module as complete. Be sure to select **Volunteer** in the “School” field. Once you “Submit” this information, the required verification that you have successfully completed the training module will be transmitted to the school district. To receive a copy of the completion information for your records, enter your own e-mail address in the designated field.

Please note that this module must be completed before you may volunteer. Should you have any questions concerning these trainings, please contact Laura Goins by e-mail at laura.goins@wcsga.net or by phone at (706)217-6735. As always, thank you for your cooperation, attention, and professionalism.