



20730 Holyoke Ave. #125  
P.O. Box 565  
Lakeville, MN 55044

Phone: 952-985-0672  
Fax: 952-985-0675  
www.integrahc.com

## Mandated Reporter Training Guide

From the Department of Human Services

1. To Begin the Course Go To: **registrations.dhs.state.mn.us** (do not put in “www” or it will not work).
  - Click on: “Online Training”
  - Click on: “Take the Course” (underlined on left side of page)
  - This will direct you to a new page. Read the information and then click on “Continue”.
  - This will direct you to a page with instructions for navigating through the course. Read the information and then click on “Continue”.
  - This will direct you to another page with instructions for changing the font size, if necessary. Read the information and then click on “Continue”.
2. Taking the Course: Read the information on each topic. When complete click on “Continue” to continue to the next topic.
3. Taking the Quiz:
  - Click on “Final Quiz”
  - This will bring you back to the registration page.
4. To Register:
  - Click on the drop down box titled Event: Select “VAMR begin registering on 05/15/10”
  - Click on: “Next-Register” button
  - Complete the form
  - Click on: “Submit” button
  - You will receive a confirmation number. Print this page for your records.
5. To Take Quiz After Completing Course:
  - Click on please click “Here”.
  - Click on “Continue” to start the test.
6. After successfully completing the test. Click on “Certificate of Training” to view your certificate.
7. After taking the test you will be allowed to print your certificate that you passed.

\*If you did not pass, you can retake the test as many times as necessary to pass. You can show this certificate to Integra Health Care, Inc and a copy will be made to put in your Employee file.