



## DIOCESE OF HARRISBURG – SECRETARIAT FOR EDUCATION

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**To: Principals**

**From: Livia Riley**  
**Superintendent of Schools**

**RE: Free on-line Act 126 training course**

**Date: July 27, 2017**

On July 5, 2012, Governor Corbett signed into law Act of July 5, 2012, P.L. 1084, No. 126 Cl. 24 Session of 2012, which amended the Public School Code of 1949 to mandate that ***all school entities*** (a public school, charter school, cyber charter school, private school, **nonpublic school**, intermediate unit or area vocational-technical school) **and independent contractors of school entities provide at a minimum 3 hours of training every 5 years to all employees, including contracted substitute teachers**, who have direct contact with children. Direct contact with children has been defined as “the possibility of care, supervision, guidance or control of children or routine interaction with children.” The law went into effect on January 2, 2013.

The following information outlines the requirements of the Act:

1. The Act was effective January 1, 2013. That is the start date for first the 5 year training cycle requirement. Even though the training was detained, we must abide by the January 1, 2018 end date for all current employees.
2. Both PDE and the DPW recommend that all current school employees and contractors obtain the Child Abuse Recognition training portion of the Act as soon as reasonably possible in order to avoid potential legal issues.
3. Each school entity must augment the training with a session to all school employees and contractors outlining the district's policy on child abuse.

**The training includes four modules. The approximate time for the training is three (3) hours.**

***Please refer to Act 126 Professional Ethics and Educator discipline Act attachment to begin the training. If you have any problems registering for the course, contact the PDESAS Help Desk, and they can walk you through the process:***

Phone 1.877.973.3727  
Email [helpdesk@pdesas.org](mailto:helpdesk@pdesas.org)

- Any educator with a PPI number, should take the *Teacher Track*
- All principal and assistant principals will take the *Chief Administrator Track*
- Any other staff member, including school secretary, maintenance, cafeteria, etc. will take the *Staff Member Track*.
- Deadlines for the completion of the training:
  - *Chief School Administrators, Teachers, Staff members, Fall Athletic Coaches – September 30, 2017*
  - *Winter Athletic Coaches/Staff – November 30, 2017*
  - *Spring Athletic Coaches/Staff – March 30, 2018*

Complete the course and print the certificate. The individual should keep the original, but the school administration should request a copy of the Act 126 certificate and keep it in an employee's personnel file, in case you are audited.

**PLEASE NOTE:**

**ALL ACT 126 Professional Ethics and Educator discipline Act training certificates should be compiled in to a single PDF file and emailed to the Office of Youth Protection at [youthprotection@hbgdiocese.org](mailto:youthprotection@hbgdiocese.org) by Monday, October 2, 2017, with the exception of winter and spring athletic coaches and newly hires after 9/30/17.**