

**Submission Procedures to the Department of Human Services Regarding Course Approval for Child Abuse Recognition and Reporting Training for Mandated Reporters**

1. Submit course and all associated materials to [RA-PWOCYFCPSL@pa.gov](mailto:RA-PWOCYFCPSL@pa.gov). If you prefer to submit paper copies of materials, please send to:

Office of Children, Youth and Families  
Health and Welfare Building  
625 Forster Street, Room 103  
Harrisburg, PA 17120  
Attn: Cindi Horshaw

2. If seeking course approval to train Department of State (DOS) licensees or a specific DOS licensing board, also submit a copy of your course and associated materials to [RA-stcpsl\\_course\\_app@pa.gov](mailto:RA-stcpsl_course_app@pa.gov) or by mail to:

Bureau of Professional and Occupational Affairs  
2601 North Third Street  
P.O. Box 2649  
Harrisburg, PA 17105-2649

3. The Office of Children, Youth and Families (OCYF) will acknowledge receipt of your submitted course within 3 business days of receiving it in the resource account.
4. OCYF will conduct the initial review of the course and associated materials within 14 business days of receipt of the materials.
5. OCYF will make contact with the course writer/developer electronically or by telephone (which will be followed up with an electronic summary of the discussion), regarding any changes that are necessary in order to approve the course. It is the responsibility of the course writer/developer to make any necessary changes based on the OCYF review.
6. Upon completion of the necessary changes, the course and associated materials must be resubmitted to the Resource Account where Step 3 begins again.
7. If necessary, OCYF is willing to schedule an in person conference with the course writer/developer to discuss the identified areas warranting revisions.
8. Upon final approval, OCYF will issue a letter of approval to the course writer/developer that will include the provider license number assigned by DOS.

**NOTE:**

**Individuals or organizations submitting a course for approval in accordance with Act 31 of 2014 receive first priority for review and approval.**

**OCYF will do our very best to acknowledge and review submitted courses and associated materials within the times frames established in this memo; however there may at time be extenuating circumstances where these time frames cannot be met, but we remain committed to ensuring a timely acknowledgement and review. If unable to meet the established timeframes, OCYF will notify the course writer/developer.**

February 23, 2015