




AB 506 TRAINING – PASTORS & ADMINISTRATORS

February 23, 2022



This training covers the topics that help you understand how to fulfill the requirements of AB 506, it is **NOT** the mandatory training in child abuse and neglect identification and reporting

TOPICS

1. Overview of AB 506 – Greg
2. Training Requirements – Shanon
3. Background Check Requirements – Shanon
4. Policies & Procedures Requirements – Greg

1. Overview of AB 506

- What is AB 506?
- To whom does the new law apply?
- What action is required by the new law?
- What is a ‘Youth Service Organization’?
- How does the new law create Insurance Carrier involvement?

1. Overview of AB 506

Who are the mandated reporters?

- There are 49 types of people listed in the Penal Code
- Includes, teachers, instructional aides, social workers,
- A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, “clergy member” means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization....
- Other mandated reporters at a church:
 - Paid youth pastors, youth leaders or children’s ministers;
 - Paid teachers; and
 - Paid child care workers.
- **Basically, anyone the church pays to work with children or youth is a mandated reporter.** If the church operates a full time school or full time day care program, then most employees of those programs are mandated reporters.

1. Overview of AB 506

What do the mandated reporters need to report?

“A mandated reporter shall make a report to an agency specified . . . whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.” (Penal Code § 11166(a).)

1. Overview of AB 506

What if a mandated reporter fails to report?

■ CRIMINAL PROSECUTION

- Six months county jail plus \$1,000 fine
- 12 months county jail plus \$5,000 if failure to report resulted in death or great bodily injury (Penal Code § 11166.01)

■ CIVIL LIABILITY

- You can be sued & face money judgment. (*Landeros v. Flood* (1975) 17 Cal.3d 399; Penal Code § 11172)

■ PROFESSIONAL SANCTIONS

- Loss of license and/or employment

2. Training Requirements

(a) An administrator, employee, or regular volunteer of a youth service organization shall complete training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the online mandated reporter training provided by the Office of Child Abuse Prevention in the State Department of Social Services.

2. Training Requirements

“Regular volunteer” means a volunteer with the youth service organization who is:

- 18 years of age or older,
- who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

2. Training Requirements

- AB506 does not provide specific guidance (list of topics, length of training, delivered live or online, frequency of retraining, requirement of a quiz, record keeping process, etc.), it does note that organizations **may** utilize the mandated reporter training provided by the Office of Child Abuse Prevention in the **State Department of Social Services**.
- [Child Abuse Mandated Reporter Training \(mandatedreporterca.com\)](http://mandatedreporterca.com)

2. Training Requirements

The screenshot shows a web browser window with the URL <https://www.mandatedreporter.ca.com>. The browser's tab bar shows multiple open tabs, including 'The G...', 'Media...', 'Keyw...', 'Edit P...', 'Cours...', 'Certifi...', 'Custo...', 'Safe P...', 'CMA...', 'Cours...', 'Certifi...', 'BCIA...', and 'Child...'. The website's header features the 'CHILD ABUSE Mandated Reporter Training' logo on the left, and 'Settings', 'Register/Sign In', and a 'MENU' button on the right. A 'REPORT ABUSE' button with a megaphone icon is also visible. The main content area has a large background image of a smiling woman with curly hair. Overlaid on the left is the text 'Welcome to Child Abuse Mandated Reporter Training.' with a teal button labeled 'Who Should Report'. At the bottom, a white box contains the text 'Free training available for mandated child abuse reporters.' with a downward arrow. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 1:28 PM on 2/17/2022.

CHILD ABUSE
Mandated Reporter Training

Settings Register/Sign In MENU

REPORT ABUSE

Welcome to Child Abuse Mandated Reporter Training.

Who Should Report

Free training available for mandated child abuse reporters.




GENERAL TRAINING


 4 hours

General training provides an overview of the California Child Abuse & Neglect Reporting Act, non-profession specific and ideal as a precursor for other courses. **Spanish course now available.**

[Learn More](#)



SCHOOL PERSONNEL

 3 Hours

The School Personnel training satisfies the requirements of AB 1432 and should be taken by every Mandated Reporter that works in a school environment. **Spanish course now available.**

[Learn More](#)




CHILD CARE PROVIDERS


 3 Hours

The Child Care Providers training satisfies the requirements of AB 1207 and should be taken by every Mandated Reporter that works in a licensed child care facility. **Spanish course now available.**

[Learn More](#)



MEDICAL PROFESSIONALS

 3 hours

The Medical Professionals training focuses on specific situations and concerns related to the evaluation and reporting of child abuse in a healthcare setting.

[Learn More](#)




MENTAL HEALTH & SOCIAL WORKERS


 3 hours

The Mental Health & Social Worker training focuses on specific situations and concerns related to the evaluation of child abuse by Pre- and Post-Licensed mental health professionals.

[Learn More](#)




LAW ENFORCEMENT


 2 Hours

The Law Enforcement training focuses on specific situations and concerns related to the evaluation and reporting of child abuse by law enforcement.

[Learn More](#)




CLERGY


 2 hours

The Clergy training focuses on specific situations and concerns related to the evaluation and reporting of child abuse by members of clergy.

[Learn More](#)



VOLUNTEERS

 2 hours

Ideal for volunteers, this training provides an overview of the California Child Abuse & Neglect Reporting Act, including significant definitions, requirements and protections.

[Learn More](#)



Settings Register/Sign In



now available in Spanish!
In registration, simply select the course titled "Entrenamiento General."



GENERAL
TRAINING

The general training module should be taken by those who volunteer with children as well as a precursor training for other mandated reporters.

4 Hours



EXAM

At the conclusion of the general training, you will take a final exam which will test the information that you have learned during the training.

0-1 Hour



CERTIFICATE

Upon scoring an 80% or higher you will be issued a certificate, which will serve as proof of your completion of this training.

Start Training



1 / 1



75%



CERTIFICATE OF COMPLETION



This Certificate is Presented To



For completing the California Child Abuse
Mandated Reporter Online Training for
General Training

4 hours education earned



2/15/2022

DATE OF COMPLETION

MandatedReporterCA.com

CERT-



CERTIFICATE NUMBER

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General Training – 4 hours

This training is required by law and covers:

- How the law defines child abuse and neglect
- What the law requires of you as a mandated reporter
- What protections the law provides for a mandated reporter
- How to spot evidence of child abuse
- How to report child abuse
- What happens after a report is filed
- Definitions of some of the terms used in this program

Clergy Training – 2 hours

This profession specific training **supplements** the General Training and covers:

- What to do if you acquire knowledge or reasonable suspicion of child abuse or neglect
- How to talk to children about suspected abuse
- Special issues related to child abuse reporting for clergy members
- How to file a report
- What happens after a report is filed
- How to overcome obstacles to reporting

Volunteer Training – 2 hours

This training does **NOT** require completion of General Training and covers:

- How the law defines child abuse and neglect
- What the law requires of you as a mandated reporter
- What protections the law provides for a mandated reporter
- How to spot evidence of child abuse
- How to report child abuse
- What happens after a report is filed

Training Requirements - Recommendations

- Utilize the mandated reporter training provided by the Office of Child Abuse Prevention in the **State Department of Social Services**
- If taken individually, ask the individual to take the test and get the certificate, church should keep a copy of the certificate for record
- If taken in a group format, keep the attendance sheet as proof of attendance
- Offer training once in 2022 and when have new employee(s) / regular volunteer(s)

3. Background Check Requirements

(b) An administrator, employee, or regular volunteer of a youth service organization shall undergo a background check which includes:

- All convictions & arrests pending adjudication from the CA Dept of Justice
- Must include **fingerprinting**

3. Background Check Requirements


To process fingerprint-based background responses, an agency needs to designate one or more individuals as **Custodian of Records** (COR).

- have undergone a state and federal criminal record background check for their agency,
- responsible for the hiring decisions, and for the security, storage, dissemination, and destruction of the criminal records furnished to the agency,
- serve as the primary contact for the DOJ for any related issue,
- at least 18 years old,
- Complete and submit the Custodian of Records Application Form (BCIA 8374)

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**REQUEST FOR AUTHORIZATION TO RECEIVE STATE SUMMARY CRIMINAL HISTORY
INFORMATION PURSUANT TO PENAL CODE SECTION 11105.3
YOUTH ORGANIZATIONS - HUMAN RESOURCE AGENCIES**

This application is to conduct background checks for (you must check at least one)

- ☐ Employees ☐ Volunteers ☐ Employees and Volunteers

Identify the recipients of your organization's services. **Please check all that apply.**

- ☐ Children ☐ Elderly ☐ Handicapped ☐ Mentally Impaired

1. ☐ Yes ☐ No Does your agency or organization provide direct services or use the services of volunteers/employees in positions that have immediate supervisory or disciplinary power over a minor or person under his or her care and are responsible for the care and security of these individuals?
2. ☐ Yes ☐ No Is your organization/agency responsible for the conduct and determining the fitness of the volunteer/employee providing the services? If no please explain:

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☐ Schools ☐ Residential Homes ☐ Care Centers ☐ Other

--

5. ☐ Yes ☐ No Are the individuals you want to background subject to licensing where fingerprinting and a criminal background check are a requirement of a state or local agency? Example: Commission on Teachers Credentialing, Board of Nursing, Department of Social Service. If yes, please give name of licensing agency.

6. ☐ Yes ☐ No Is your organization a non-public school or non-public agency that has an affidavit on file with the State Department of Education?

I declare under penalty of perjury that the foregoing is accurate to the best of my knowledge.

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STATE OF CALIFORNIA

BCII 9001

(REV. 1/09)

DEPARTMENT OF JUSTICE

REQUEST FOR CONTRIBUTING AGENCY ORI AND/OR RESPONSE MAIL CODE

In order to submit applicant fingerprints via Live Scan, you must have an Originating Agency Identifier (ORI) code to identify your agency. In order to receive responses electronically, you must request a Response Mail Code. Note that electronic responses will be sent to a secure electronic mailbox, from which you will retrieve your messages. In order to receive a Mail Code, you must have a completed form BCII 9005, Subscriber Agreement, on file with the Department of Justice (DOJ) or returned with this request.

☐ Request for ORI

☐ Request for Electronic Response Mail Code

Contributing Agency Name:

Mailing Address:

City, State, ZIP Code:

Your projection for monthly applicant submissions:

Contact Person Name:

Phone Number:

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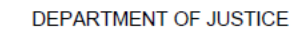
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Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

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STATE OF CALIFORNIA
BCIA 8374
(Rev. 07/2019)

DEPARTMENT OF JUSTICE
PAGE 1 of 2

CUSTODIAN OF RECORDS APPLICATION FOR CONFIRMATION (Penal Code section 11102.2)

Applicant Information

Last Name:		First Name:		Middle Name:	
Address:		City:		State:	Zip Code:
Phone Number:	Date of Birth:	Driver's License/CA ID Number:		Email:	

Agency/Organization Information

Agency Head:			Phone Number:		
Agency Name:			ORI:	Mail Code:	
Address:		City:		State:	Zip Code:

Please answer fully the following questions:

- Does the designated Custodian of Records work for the applicant agency? ☐ Yes ☐ No
If yes, what is the relationship?
If no, what is the relationship?
- Have you ever used a name other than the one on this application? ☐ Yes ☐ No If yes, please list other names below:
- Have you ever been arrested in California or any other state and/or are you awaiting adjudication for any offense for which you were arrested? ☐ Yes ☐ No

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3. Have you ever been arrested in California or any other state and/or are you awaiting adjudication for any offense for which you were arrested? ☐ Yes ☐ No
If yes, give details below:

4. Have you ever been convicted by any court of a felony or misdemeanor offense in California or any other state? ☐ Yes ☐ No
If yes, disclose the date and place of arrest, whether the conviction was for a felony or misdemeanor, and the sentence imposed:

5. Have you ever been denied a professional license or had such license revoked, suspended, or restricted? ☐ Yes ☐ No If yes, give details below:

6. Have you ever been adjudged liable for damages in any suit grounded in fraud, misrepresentation, or in violation of state regulatory laws? ☐ Yes ☐ No If yes, give details below:

7. Have you ever failed to satisfy any court ordered money judgment including restitution? ☐ Yes ☐ No If yes, give details below:

**Misrepresentation or Failure to Disclose Requested Information on this Application
Is Cause for Denial or Revocation of Confirmation.**

Certification

I certify under penalty of perjury under the laws of the State of California to the truth and accuracy of all statements, answers, and representations made in the foregoing application, including all supplementary statements.

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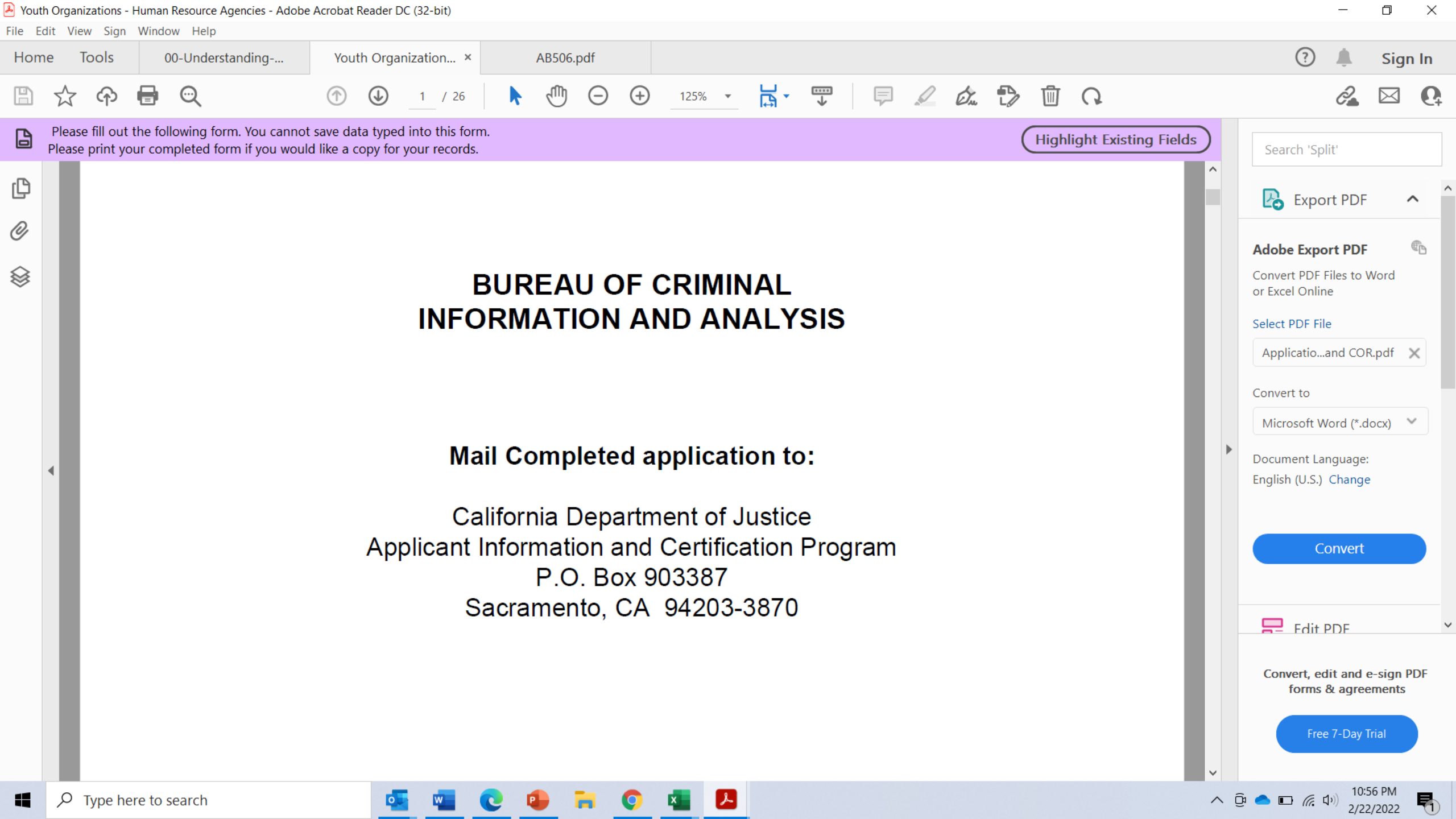
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Forms that need to complete, sign, and mail to California Department of Justice

1. Application for Authorization (p. 4)
2. Application for Authorization Checklist (p. 5)
3. Request for Contributing Agency ORI and/or Response Mail Code (BCII 9001) (p. 6)
4. Notification of ORI, Mail Code and/or Billing Number Assignment (p. 8)
5. Applicant Fingerprint Response Subscriber Agreement (p. 15 & 16)
6. Criminal Offender Record Information (CORI) Policy (To be signed by Head of Agency) (p. 17)
7. CORI Policy (To be signed by Custodian of Records) (p. 18)
8. Custodian of Records Application Form (BCIA 8374) (p. 19)

Forms that need to complete, sign, and mail to California
Department of Justice Only if your church wants to be
billed for the DOJ services directly

9. Billing Account Application (CJIS 9000) (p.11)

AFTER receiving DOJ authorization confirmation – Ask the Custodian of Records to fill out the following form and take it to a LIVE SCAN location for fingerprinting

Custodian of Records Request for Live Scan Service (BCIA 8016CUS) form (p.21)

You simply google for LIVE SCAN locations nearby



Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

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STATE OF CALIFORNIA
BCIA 8016CUS
(orig. 04/2001; rev. 12/2010)

DEPARTMENT OF JUSTICE

REQUEST FOR LIVE SCAN SERVICE (Custodian of Records)

[Print Form](#)[Reset Form](#)

Applicant Submission

CA0349400

ORI (Code assigned by DOJ)

CUSTODIAN OF RECORDS

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

CUSTDN RECORDS 11102.2 PC

Authorized Applicant Type

Contributing Agency Information:

DEPARTMENT OF JUSTICE

Agency Authorized to Receive Criminal Record Information

P.O. Box 903417

Street Address or P.O. Box

SACRAMENTO

City

CA 94203-4170

State ZIP Code

15798

Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

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City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

☐

Male

☐

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing
Number

(Agency Billing Number)

Misc.
Number

(Other Identification Number)

Place of Birth (State or Country)

Social Security Number

Home

Address

Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:

☒

DOJ

☒

FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

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3. Background Check Requirements

Problems of LIVE SCAN:

- Only covers California (may need to include a search of FBI records)
- Only covers fingerprinted crimes (may need to continue existing background check via agencies)
- Excludes a search of Sex Offender Registry

3. Background Check Requirements

Fee:

\$32 (DOJ fee) + \$20 - \$35 (rolling fee)
+ \$17 (if include FBI check)

Livescans are not transferrable from another organization, so one needs to perform this process for each applicable organization one volunteers with, but the good news is that this is a one-time requirement.



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130%



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STATE OF CALIFORNIA
CJIS 9000
(Rev. 06/2017)

DEPARTMENT OF JUSTICE

BILLING ACCOUNT APPLICATION

Business/Agency Type:

- | | | |
|--|---|---|
| <input type="checkbox"/> School District | <input type="checkbox"/> Private School | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Sole Proprietorship/Partnership | <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> State Government
(Fund Code Required) _____ | <input type="checkbox"/> Federally-Recognized Tribe or Designee |

ALL APPLICABLE INFORMATION MUST BE COMPLETED LEGIBLY. INCOMPLETE APPLICATIONS WILL BE RETURNED.

Business/Agency Name: _____

Business/Agency Address: _____

City: _____ State: _____ ZIP Code: _____

Federal Tax Identification Number*: _____

Social Security Number (Sole Proprietorship or Partnership)*: _____

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4. Policies Requirements

- (c) A youth service organization shall develop and implement child abuse prevention policies and procedures that include:
 - (1) Policies to ensure the reporting of suspected incidents of child abuse to persons or entities outside of the organization,
 - (2) Policies requiring, to the greatest extent possible, the presence of at least two mandated reporters whenever administrators, employees, or volunteers are in contact with, or supervising, children.

Sample Policy Statement for Reporting and Minimum Staffing

_____ Church of the Christian & Missionary Alliance, _____, CA

Policy and Procedures Addressing Child Abuse and Neglect Required Reporting and Minimum Supervision Requirements

Adopted: _____

Preamble:

_____ Church opposes any form of sexual misconduct by pastors, lay staff, employees, and volunteers. This policy applies equally to pastors, lay staff, employees, and volunteers. Unless otherwise specified, the words “pastor” and “pastoral” include all rostered persons including all ordained or consecrated pastors, all accredited and licensed pastors, and all ministry workers both paid and volunteer. It is understood that misconduct, abuse, or neglect can also be the result of actions witnessed or discovered by employees and volunteers that has been perpetrated on children or youth who attend the children’s or youth programs. Regardless of the source of abuse, that misconduct is never tolerated. This policy shall put in place guidelines required under AB 506 for reporting of instances to outside authorities and for setting minimum standards for supervision for all children’s and youth programming.

Defining Child Abuse and Neglect

The purpose of child abuse reporting laws is designed to be a deterrent to abuse and to protect children and youth from abuse and neglect from whatever source.

Abuse is usually found in one or more of 4 forms: Physical Abuse, Sexual Abuse, Emotional Abuse and or Neglect. Physical abuse can be unlawful corporal punishment or injury, or willful harming or injuring of a child, unjustifiable physical pain, or endangering a child. Emotional Abuse is unjustifiable mental suffering, extreme emotional cruelty, or exposure to serious domestic violence. Sexual Abuse is any sexual assault that would include any sexual touching or sexual exploitation in the form of child pornography, sexual slavery, or commercially sexually exploited children. Neglect is typically evidenced in severe cases as malnutrition or failure to thrive; or in more general cases as failure to provide adequate food, clothing, shelter, medical care, or supervision; or could be evidenced by failure to protect a child from harmful actions of others.

Required Reporting

Any mandated reporter (Paid church worker who has any role in children's or youth ministry) shall make a report to an agency specified whenever the mandated reporter, in his or her professional capacity or within his or her employment, has knowledge of or observes a child whom the mandated reporter knows, or reasonably suspects has been the victim of child abuse or neglect. For purposes of this policy reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

Volunteers (not legally mandated reporters) working in the youth ministry should also report to their paid staff leader or Pastoral staff any knowledge or reasonable suspicion of abuse.

That reporting needs to be immediate by phone to the Police, Sheriff, or County Welfare Department. If your county has a Child Abuse Hotline reporting can also happen through that hotline. Secondly within 36 hours a written report must be made using form SS-8572.

The mandated reporter understands that there are both criminal and civil penalties for failure to report.

If the misconduct was on the part of an employee or volunteer, The child abuse reporting law overrides any contrary church policy or procedure. This means if the suspected abuser is a church employee, volunteer, or member, the church's duty to promptly report suspected child abuse to the civil authorities must be followed before the church conducts any internal investigation required by church personnel policies.

Mandatory Staffing for Children's & Youth Events

Due to the nature of the reporting requirements and to do everything possible to prevent any abuse from occurring with employees, and volunteers, it shall be the policy of

_____ Church that no single individual employee or volunteer shall ever be in the classroom or attending the youth event without at least one other person. Whenever possible, those 2 individuals shall be mandated reporters. Additionally, having one male and one female employee or volunteer when there are both sexes present in the children or youth meeting would be the preference.

(Other Policies that may be contained elsewhere in Church Policies)

Mandatory Training for Child Abuse and Neglect Identification and Reporting

Each individual who serves in the children's or youth ministry shall attend a training class suitable for their participation and level of contact that will be administered by the Church leadership or made available through third party sources. No individual can serve without first attending this training.

Mandatory Background Checks

All individual paid or volunteer will undergo a background check that meets the requirements of including the applicants fingerprints to check for prior child abuse. If that background check shows prior abuse, that individual shall not be allowed to serve in any children's or youth ministry capacity.

California Law AB 506: Youth Service Organizations: Child Abuse and Neglect Prevention

[Summary of Requirements](#)

[Email to Pastors and Leaders](#)

[FEB 23, 2022 TRAINING VIDEO](#)

[FEB 23, 2022 TRAINING SLIDES](#)



Mandatory Training

TRAININGS -
ENGLISH & SPANISH

VOLUNTEER TRAINING -
CHINESE



Background Check

WEBSITE

COR APPLICATION PACKAGE



Policies & Procedures

SAMPLE POLICY

SAFE PLACE