

Executive Order #54 Training

In December, 2011, the Governor issued Executive Order #54 requiring all University of Wisconsin System employees to immediately report child abuse or neglect if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, learns of an incident or threat of child abuse or neglect, or has reasonable cause to believe that child abuse or neglect will occur. Please refer to UW-Superior's Policy on the Reporting of Suspected Child Abuse and Neglect for specific responsibilities and reporting requirements. UW-Superior has developed required training related to Executive Order #54 which all employees (**including student** and temporary employees) are required to complete.

Executive Order #54 Training needs to be completed one time upon hire. If this training is not completed within one week of the email being sent indicating the student employees official start date, the student employee will need to stop working immediately.

To complete the training: <https://www.uwsuper.edu/hr/forms/eo54.cfm>

Keeping Children Safe, Executive Order #54 Training

This Training will help you understand your obligations for reporting suspected child abuse and neglect. The online training will take approximately 30 minutes to complete. After reviewing the materials, click "Take the Test". Answer each quiz question with the most correct answer. You will need to achieve 100% on the quiz to complete the training, and you can take the quiz more than once. After you achieve 100% on the quiz, an email of "Executive Order #54 Training Completion Certificate" will be sent to you and to the [Human Resources Office](#) and placed in your personnel file.

- Read the content and then Take the Test



- Review the questions carefully and select the best answer

When you've successfully completed the test, you will need to fill out the form to complete the process:

Executive Order #54 Training - Personal Info

Congratulations! You have passed the Executive Order #54 test. Please enter your information and it will be sent to Human Resources for record keeping purposes.

First Name*	<input type="text" value="First"/>
Last Name*	<input type="text" value="Last"/>
UWS Email Address*	<input type="text" value="username@uwsuper.edu"/>
Department*	<input type="text" value="Department you work for"/>
Employment Type*	<input type="text" value="Student Employee"/>

- First Name, Last Name, UWS Email Address: Enter your information
- Department: Type the Department you will be working in
- Employment Type: Select Student Employee
- Hit Submit

Your completed certificate will automatically be emailed to you, as well as the Student Employment Office.