



Instructions for Accessing the UNH online *Protection of Minors Training for Volunteers*

Completing this at home will require that you access the training with the following steps.
All screened volunteers are required to complete this as part of their volunteer role.

YOU MUST PRINT THE CERTIFICATE AT THE END OF THE TRAINING AND RETURN TO 4-H OFFICE

- **Access the login for the training at:** <https://cems.unh.edu/unh/CEMS/Training?course=1162>
- 1. *Note: Mozilla Firefox does not work well with this – Chrome and Explorer are recommended.*
- 2. Once here, you will need to create an account.
 - a. Only fill in the *required information; first, last name, email address and status.
 - b. In the status drop down menu choose “Youth Program Volunteer.”
 - c. Continue down to create a password then hit submit.
- 3. **Log In- Use your email as your username and password you have created then click submit.**
- 4. Start online training (approximately 12 minutes), by pressing the play button (|) to view the video.
- 5. Once training is completed hit the **START TEST BUTTON** below training video.
- 6. Answer questions, push submit, answer will be revealed. Click OK and proceed through **all 5 questions** till the end of the test.
- 7. A certificate with your name and date will come up. Place your cursor over the certificate and **left click** to download a printable version.
- 8. Print and send a copy to your County Extension Office for documentation and placement in your volunteer file.

Please call your local 4-H office if you have any problems

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