

**2015 Grant Project
Youth Protection Training
Instructions**

****DO NOT UNDER ANY CIRCUMSTANCES CONTACT IN2VATE DIRECTLY****

Project Coordinators:

Please send an excel sheet with each staff member's first name, last name, and email address. Also, designate who has taken the training previously and who is new.

*****ONLY SEND ONE DOCUMENT WITH ALL NAMES*****

This will be uploaded to in2vate. Each person on that list will now automatically have an account created for them and training assigned. Each person will also receive an email with their username (which is their email address) and a generated password they can change once they log into their account.

We will still use the google document [Status List of YPT Assignments](#) to show the status of each person's training.

This will now be updating this EACH MORNING (exception of the weekend)

Should you have any questions about the revised process you may contact:

Ashley Torroll outreach@barbershop.org

*****Step-by-Step Instructions below*****

Steps for Completing the YPT Requirement

1. Search each of your staff with the National Sex Offender Registry at:
www.nsopw.gov
2. Check to see if any of your staff has already taken the YPT on the [Status List of YPT Assignments](#)
3. Create a spreadsheet and add staff members who need to take the training with these column titles (please mark who is new or returning):
 - First Name
 - Last Name
 - Email Address
 - New
 - Returning
4. Email the file to Ashley Torroll outreach@barbershop.org
5. Accounts and Training will be assigned.
6. Check the [Status List of YPT Assignments](#) to see if your staff has completed the training within a year prior to the event.
 - a. Training Certificate expires after 1 year.
7. Following your event, you will be required to send a list of trained staff in your reporting.