



LMS Child Protection Training Course Instructions

*Please be sure to review the training in its entirety. A **green circle** will appear at the end to indicate that the training is completed.*

Step 1

- Visit <https://learning.ymca.ca/en-us/User-Login> to Login or register for the YMCA Learning Management System (LMS).
 - o For registration, the Association registration code is **YMCANL**

Step 2

- The front page of your LMS will appear. Scroll down until you see “My Courses”.
- Click the “YMCA Child Safety and Protection” course.

The screenshot displays the LMS interface. At the top, a dark blue banner says "Welcome Back, Hannah!" with the subtext "Let's start right where you left off." Below this is a "My Courses" section with a search bar. A grid of course cards is shown, with the "YMCA Child Safety & Protection" card highlighted by a red border. This card shows a 50% completion progress bar. Other cards include "MES COURS YMCA CANADA EN FRANÇAIS", "YMCA Playing to Learn", and "YMCA A Place to Connect". The Windows taskbar at the bottom shows the search bar, task icons, and system tray information including "-10°C. Cloudy", "9:16 AM", and "2023-02-10".



Step 3 - Orientation

- The YMCA Child Safety and Protection page will appear. Scroll until you see “YMCA Child Safety & Protection Orientation”.
- Click “Open” to open the module.

learning.ymca.ca/en-us/LMS-Learner/MY-COURSES/LrnTab491/myplan/LrnCtrl491/myplan/LrnKC491/true/FID491/13558060-134a-4de9-ac78-f4906c94ca8b

Need Help? Got Questions? Visit our [Help Centre](#), then e-mail us at: learningymca@ymca.ca.

My Courses ▶ YMCA Child Safety & Protection

YMCA Child Safety & Protection 50 %

This training provides a comprehensive overview of child safety and protection for staff and volunteers, including modules on defining child abuse, disclosure, reporting and keeping kids safe. A supplementary module is available for supervisors. [View More](#)

YMCA Child Safety & Protection Orientation More Info -	100 % Completed	Open
YMCA Child Protection Training - Level 1 & 2 More Info -	50 % In Progress	>
YMCA Child Protection REFRESHER Training - Level 1 & 2 More Info -	0 % In Progress	>
English Closed Captioned Videos for YMCA Child Protection Training More Info -	0 % Not Tracked	>

- Click “Launch” to start the training.

learning.ymca.ca/en-us/LMS-Learner/MY-COURSES/LrnTab491/myplan/LrnCtrl491/myplan/LrnKC491/true/FID491/f51f7e59-c855-4409-ba7e-ca1d6e6a320

Learning YMCA - YMCA Canada's Online Learning Management System

Welcome to learning.ymca.ca. Our goal is to launch YMCA Canada national leadership development and program trainings online to grow and retain engaged and effective mission-driven leaders who inspire and mobilize others to accomplish the YMCA member association vision and strategic plan and contribute to the impact of YMCAs in Canada and around the world. The following courses are offered by the YMCA Canada Federation. Most of the courses are provided at no cost to YMCA and YMCA-YWCA staff and volunteers. Other courses have a fee and may be purchased through the YMCA Canada Store by credit card.

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My Courses ▶ YMCA Child Safety & Protection ▶ YMCA Child Safety & Protection Orientation

YMCA Child Safety & Protection Orientation Completed 100 %

This orientation to YMCA Child Protection Policies and Procedures is a brief overview for staff and volunteers. The orientation includes general information about YMCA policy and procedures; key definitions; information on reporting; and code of conduct. [View More](#)

YMCA Child Protection Orientation (EN) More Info -	Completed	Launch
CERTIFICATE (EN) More Info -	Not Tracked	>

- When you have successfully completed the orientation course, this icon will appear:





Step 4 – Level 1

- Visit the Child Safety and Protection page again and click “Open” to open the Child Protection Training – Level 1 & 2 modules.

learning.ymca.ca/en-us/LMS-Learner/MY-COURSES/LrnTab491/myplan/LrnCtrI491/myplan/LrnKC491/true/FID491/13558060-134a-4de9-ac78-44906c94ca8b

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My Courses ▶ YMCA Child Safety & Protection

YMCA Child Safety & Protection 50 %

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YMCA Child Safety & Protection Orientation More Info -	100 % Completed	>
YMCA Child Protection Training - Level 1 & 2 More Info -	50 % In Progress	Open >
YMCA Child Protection REFRESHER Training - Level 1 & 2 More Info -	0 % In Progress	>
English Closed Captioned Videos for YMCA Child Protection Training More Info -	0 % Not Tracked	>

- Click “Open” to start the Level 1 training.

learning.ymca.ca/en-us/LMS-Learner/MY-COURSES/LrnTab491/myplan/LrnCtrI491/myplan/LrnKC491/true/FID491/bce848f5-489d-4e66-9b5d-09b4d06e5fc7

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My Courses ▶ YMCA Child Safety & Protection ▶ YMCA Child Protection Training - Level 1 & 2



YMCA Child Protection Training - Level 1 & 2 50 %

This training provides a comprehensive overview of child safety and protection for staff and volunteers, including modules on defining child abuse, disclosure, reporting and keeping kids safe. A supplementary module is available for supervisors. The YMCA L... [View More](#)

YMCA Child Protection - Level 1 More Info -	100 % Completed	Open >
YMCA Child Protection - Level 2 (Supervisor Training) More Info -	0 % In Progress	>

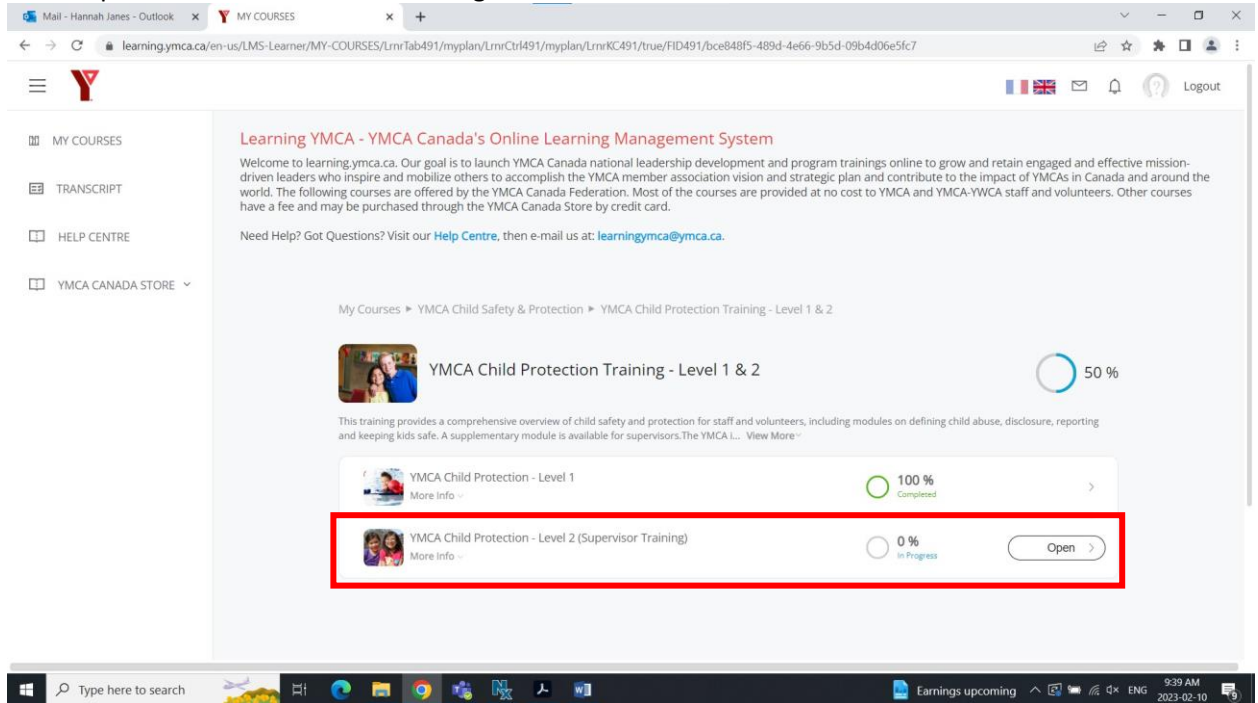
- Each module will have you select  to complete the module.

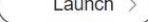




- When all modules in level 1 are complete you will see this icon:  Completed ; along with this icon at the top right hand of your screen: 

Step 4 - Level 2 SUPERVISORS ONLY

- All supervisors are required to complete Level 2 as well.
- Click “Open” to start the Level 2 training.



- Each module will have you select  to complete the module.
- When all modules in level 2 are complete you will see this icon:  Completed ; along with this icon at the top right hand of your screen: 

Step 5

- Download your Child Protection Orientation, Child Protection Training Level 1 (and level 2 if applicable) certificates and upload them into your Payworks profile.
- To upload to Payworks:
 - o Login using your customer ID, username and password
 - o Click “My Information” then “Upload Documents”



- Upload your Child Protection Orientation, Child Protection Level 1 (and level 2 if applicable) certificates in your Payworks profile under these fields:

Child Protection - Level 1 *

Last Uploaded: Jan 27, 2022 3:53 PM 

Upload your Child Protection certificate from the YMCA's Learning Management System.

Child Protection - Level 2 (Supervisors only) *

Upload Document 

Upload your Child Protection certificate from the YMCA's Learning Management System.

Child Protection Orientation *

Upload Document 

Upload a copy of your Child Protection Orientation certification here.