



Presbytery of Genesee Valley

1049 WEGMAN ROAD • ROCHESTER, NEW YORK 14624 • (585) 242-0080

WEBSITE: www.pbygenval.org

TO: Clerks of Session, Pastors in Churches, Church Administrators
FROM: Cheryl Battaglia, Financial & Program Administrator
RE: Mandated NYS Sexual Harassment Prevention Training
DATE: August 1, 2022

Beginning in October 2018, all non-profit Employers, including churches, must adopt a sexual harassment prevention policy and provide annual training that meets or exceeds New York State law's minimum standards. At the minimum, each church employee must receive training on an annual basis. This year's training needs to be completed by **December 31, 2022**. Each church Session determines their own requirement of who must take the annual training. For more information, please access the NYS website at: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>

The free interactive on-line training is offered by Praesidium Academy, through the PC(USA) Insurance Board. This training meets NYS requirements.

Steps to Set-up Access to On-line Praesidium Academy Training for Administrators:

IF you have been an administrator in the past and will continue to be in 2022, you already have a profile with Praesidium Academy.

To sign into your profile at <https://www.praesidiumacademy.com/>

IF you have forgotten your login credentials, take the following steps:

1. Go to: <https://www.praesidiumacademy.com/learn>
2. Click on **Forgot your password?**
3. Enter in the email address associated with your Academy account.
4. Click the blue **Reset Password** button.
5. Check your email.
Note: Please be sure to check your Junk/SPAM folders as well - the email will come from donotreply@praesidiuminc.com
6. Click the link inside of your email to set a new password for your Academy account.

IF your church has a new administrator, the former administrator has the ability to "promote" a new administrator by doing the following:

1. Click <https://www.praesidiumacademy.com/learn>
2. Click on **Forgot your password?**
3. Enter in the email address associated with your Academy account.
4. Click the blue **Reset Password** button.
5. Check your email.
Note: Please be sure to check your Junk/SPAM folders as well - the email will come from donotreply@praesidiuminc.com
6. Click the link inside of your email to set a new password for your Academy account.
7. On the bottom right of the administrator page, click on the Advanced Admin Portal Link. You will be able to add a new administrator. If the new administrator does not have a learner profile you will need to set them up as a learner first, then an administrator.

IF your church does NOT have an administrator, the Session will need to designate an administrator who will need to email support@praesidiuminc.com the following information on **church letterhead**:

- Church name
- Your name
- Your email address
- Request to make you the administrator for your church

IF you have any issues, please contact Praesidium directly for help at 1-817-801-7773.

Once the administrator has logged into Praesidium Academy, the administrator will need to set up staff as users/learners. See the **Dashboard** on the left side of the page, then choose **Users** and follow the prompts to set up each user/learner.

The learner will then log on to <https://www.praesidiumacademy.com/learn/dashboard>

The mandatory course is: Promoting a Safe Environment: Employee Sexual Harassment Training - New York. Look for this graphic:



Learners may take as many courses as they would like but Employee Sexual Harassment Training is the only one that is mandated by NYS. Participants will need to provide the completion certificate to the Administrator.

IF a learner has taken the training in 2021, in order to be officially certified in 2022, each learner has to wait eleven months before taking the training in 2022 in order for the system to generate a certificate upon completion of the training (i.e. if a learner took the training last December, they will not be able to take the training until November of this year). Unfortunately, the learner is **not** blocked from proceeding with the training prior to the eleven-month mark. However, they will not be provided with a certificate upon completion. It is helpful for Administrators to include the date of the 2021 certificate with communication to staff to ensure the appropriate timing of the training.

As a reminder, the training will need to be completed by December 31, 2022.

Cheryl Battaglia *Financial & Program Administrator*

financialadmin@pbygenval.org

Monday-Thursday 8am-6pm, **Off Fridays**

