



Mandated Reporter (AB 1963) Requirements

If your business has five or more employees and you employ at least one minor (i.e., anyone under the age of 18), you are required to provide **training** and specific **documentation** to all employees who are considered “mandated reporters” under AB 1963.

“Mandated reporters” include direct supervisors of minors and/or Human Resources (HR) employees authorized to receive complaints of misconduct on your company’s behalf. As of January 1, 2021, HR employees and supervisors of minors are required to report any reasonably suspected child abuse and neglect that they learn about in the scope of their employment. The failure to report this abuse may result in criminal penalties and even jail time.

At the time of hire and/or promotion to a mandated reporter position, you must:

- Distribute copies of applicable Penal Code sections to mandated reporters, including sections 11165.7, 11166 and 11167, available [here](#).
- In the event that an employee suspects neglect or abuse, they must use a “Suspected Child Abuse Report (SCAR)” available on our website [here](#).
- Employees must also sign an acknowledgment of their obligations as a mandated reporter. You can access a “Mandated Reporter Notice to Employees – Sample” on our website [here](#).

To view the Mandated Reporter Training description in our course catalogue, click [here](#). Interested in signing up your mandated reporters? Give us a call at 800.399.5331.