



UW-MADISON EXTENSION



The steps to becoming a certified Adult Leader

1 Step

CREATE A 4-H ONLINE PROFILE

Go to www.4honline.com to create your profile. If you have youth involved in the program already use the same username and password but add a profile for yourself.

2 Step

CHOOSE A VOLUNTEER ROLE

The choices are:

- Activity/event Volunteer
- Adult Adviser/Chaperone
- Club Enrollment Coordinator
- Club Leader
- Committee Volunteer
- Project Leader

3 Step

COMPLETE STATE BACKGROUND CHECK

This will be included in 4-H Online. Once you have started the process please be sure to check your email. You will receive a link from Hire Right to complete the process. **Your background check will not start until you follow the link from Hire Right.**

4 Step

ATTEND VIP TRAINING

This is an in person training. Check with your county Coordinator/Educator to see when the next training will be held. IF one is not held in your county you can attend one from another county to have it count.

5 Step

COMPLETE MANDATED REPORTER TRAINING

This training is available on 4-H Online. Check under the trainings tab to start the training.

6 Step

OPTIONAL TRAININGS

- Essential Elements on 4-H Online is available at any time.
- Attend Annual Leaders Training
 - Each Chartered group is required to send adult volunteers to this training every year in order to keep their charter.



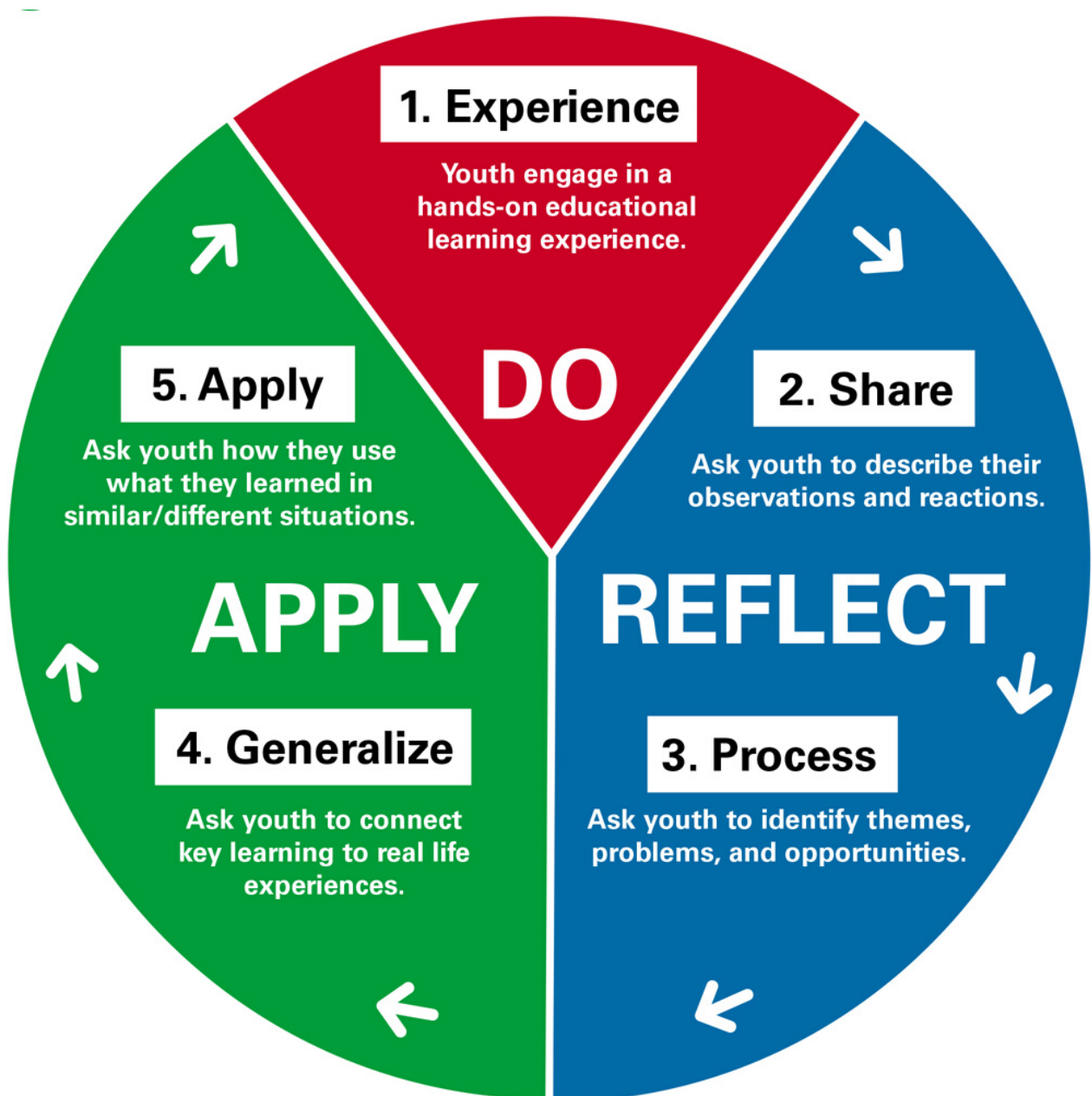
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Additional Volunteer Reminders

- State background checks are only good for four years. When you re-enroll in 4-H Online it will automatically remember but you will still have to follow the link.
- VIP is only required once. If you take a leave of absence from the program and do not re-enroll for more than four years you will have to get re certified.



Questions? Contact Your County Coordinator!

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