

Prevention and Awareness

SEXUAL ABUSE, SEXUAL MISCONDUCT & SEXUAL HARASSMENT

TRAINING ENROLLMENT GUIDE

Office of the General Counsel

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The Church of God in Christ, Inc. (COGIC) is a Christian organization in the Holiness-Pentecostal tradition. It is the largest Pentecostal denomination in the United States. The membership is predominantly African-American with more than six million members. The Church has congregations in 63 countries around the world.

This information is provided as part of the Church's compliance curriculum and to communicate that it is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct

LEGISLATIVE COMPLIANCE

In the 2002 legislative session, the Church of God in Christ General Assembly ratified Resolution 112002.01. Resolution 112002.01 was amended by General Assembly Resolution 042012.03, which together with other executive actions constitute the Church of God in Christ Sexual Misconduct Policy.

Among other mandates to the Church's licensure and credentialing process, this legislation establishes rules and requirements regarding sexual harassment training and background checks. These provisions and requirements apply to all licensed, credentialed, appointed, and elected members.

WHO MUST TAKE THE TRAINING?



LICENSED MEMBERS



CREDENTIALALED MEMBERS



APPOINTED MEMBERS



ELECTED MEMBERS

LEGISLATIVE AUTHORITY

the Presiding Bishop and General Board will have the executive authority to suspend any officer, elected or appointed, including, but not limited to, Bishops, Supervisors, Pastors, Elders, Ministers, Missionaries, Evangelists or Deacons, pending the outcome of any allegations of misconduct which has the potential to substantially impact the National Church and/or, its jurisdictions, and/or local Churches spiritually, morally, financially, or administratively where no other Constitutional procedure, i.e. Church process, is readily available or applicable.

The Presiding Bishop, with the approval of the General Board, shall have the executive authority to delegate this authority to the Jurisdictional Bishop for application where the misconduct occurred and that any of the above persons being the subject of any inquiry, investigation, hearing, trial or mediation who refuses to cooperate with, adhere to, comply with the process and/ or any aspects of the same that hampers the resolution and/or conclusion of matter in controversy may constitute grounds for summary expulsion from the Church of God In Christ.

HOW TO REGISTER FOR TRAINING



GUIDE

Look for the **red arrow** as you read and follow the instructions provided..

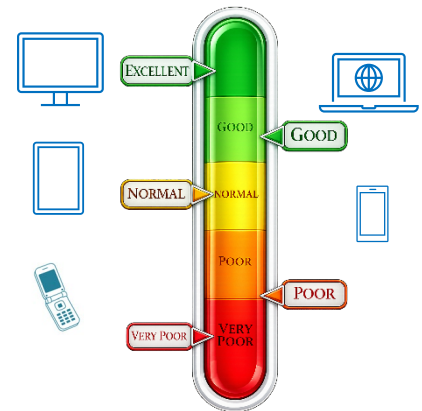


TRAINING REGISTRATION GUIDE

This is a detailed process guide on how to register for Sexual Misconduct Awareness & Prevention Training (SMAPT) using the COGIC Training application.

DEVICE SUPPORT

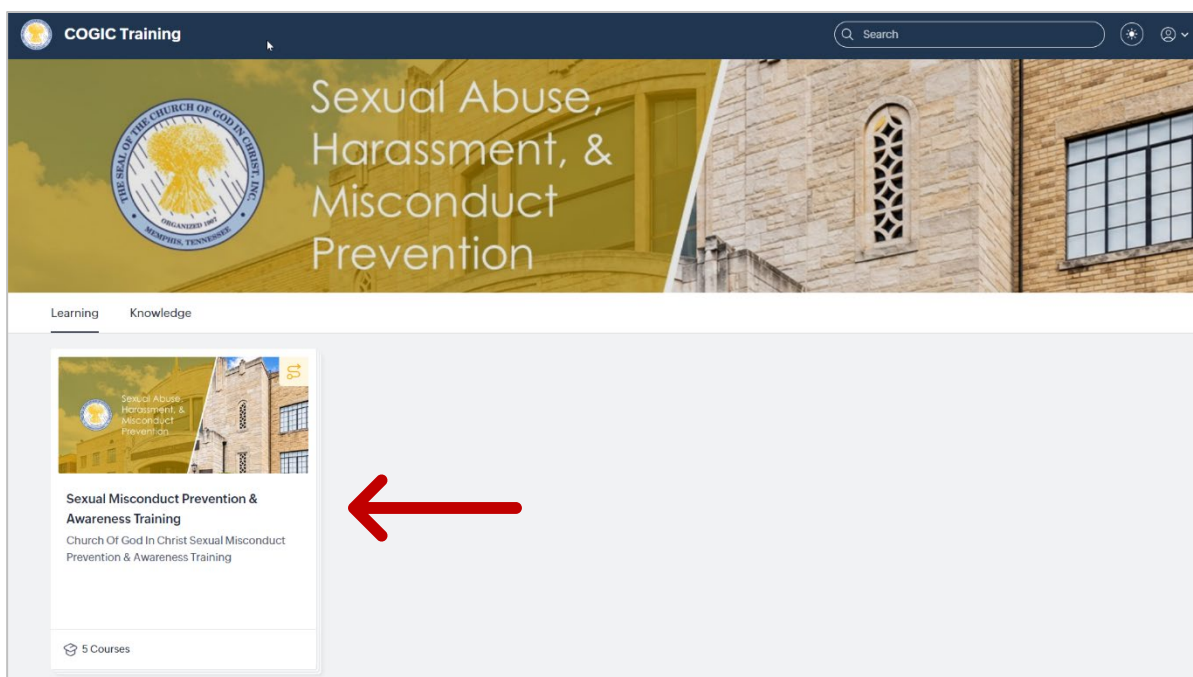
Please be advised that while it is possible to access training using a mobile device, the most optimal learning experience is achieved using a desktop or laptop computer.



1

ACCESSING COGIC TRAINING

- Go to www.cogictraining.com
- Click the **Sexual Misconduct Prevention & Awareness Training** image.
- This will **Open the Learning Path**

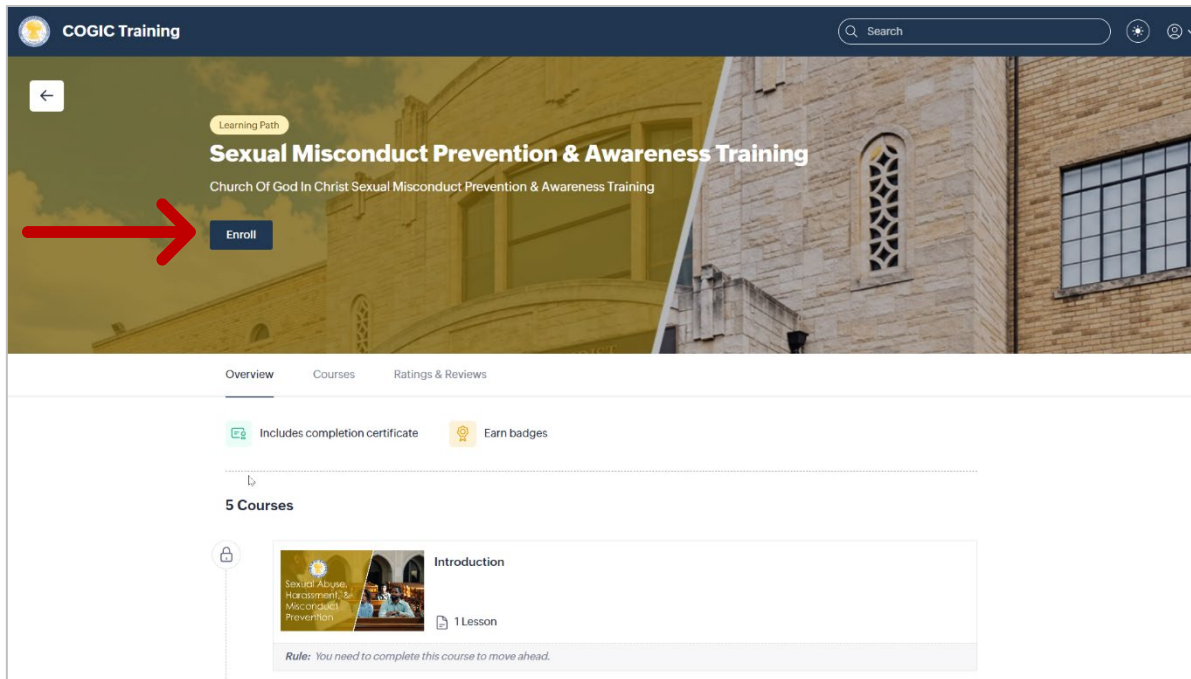




2

SIGN UP FOR COGIC TRAINING

- Go to www.cogictraining.com
- Click the **Enroll** button.



3

A SIGN UP FOR COGIC TRAINING

- Click **Sign Up**.

The screenshot shows the COGIC Training sign-in page. The header includes the COGIC Training logo. The main content area has a 'Sign in' section with the text 'to access COGIC Training'. Below this is an 'Email Address' input field and a blue 'Next' button. A link for 'Forgot Password?' is also present. At the bottom, there is a red arrow pointing to the 'Sign Up' link, which is part of the text 'If you don't have an account? Sign Up'. Below this link is the text 'Create an account and get access to the resources in this portal.'

B SIGN UP FOR COGIC TRAINING

- **Complete** all data fields
- Click **Sign Up**.

The screenshot shows the COGIC Training sign-up page. The header includes the COGIC Training logo and the text 'Get started by creating your account.' Below this is a form with fields for 'First Name' (containing 'COGIC'), 'Last Name' (containing 'Training'), and 'Email' (containing 'support@cogictraining.com'). A blue 'Sign Up' button is at the bottom, with a red arrow pointing to it. Below the button is a link for 'Already have an account? Sign In'.



4

A RECEIVE EMAIL FROM COGIC TRAINING

- Check your email.
- No email? Check Spam and Junk folders.

B SIGN UP FOR COGIC TRAINING

- Click the **Verify Email** button.



5

! CREATE PASSWORD

- Create a **Password**.
- Re-enter the **Password**.
- Click **Confirm**.

? PASSWORD CRITERIA

- At least 8 characters
- At least 1 number
- Both upper and lowercase letters



6

COMPLETE YOUR PROFILE

- Upload **Profile Image** (Highly Recommended)
- Select **Language**
- Select **Time Zone**
- Select **Jurisdiction** (Required)
- If you are **Currently Credentialed**, please **Provide Your Name** as it appears on your most recent **COGIC Credential Card**. (Required if Credentialed)
- Click **Done**

Complete your profile

Upload Profile Image ⓘ
File types: .jpg, .jpeg, .png

Personal Information

First Name *

Character limit : 1 to 100

Last Name

Character limit : 1 to 100

Email ID *

Language *

Select ▼

Country/Region *

United States ▼

Time zone *

(GMT -07:00) Pacific Daylight Time (America/Los_... ▼

COGIC Demographics

Jurisdiction *

ALABAMA FIRST ▼

Existing Credentials?: Name as it Appears on Card

Character limit : 250

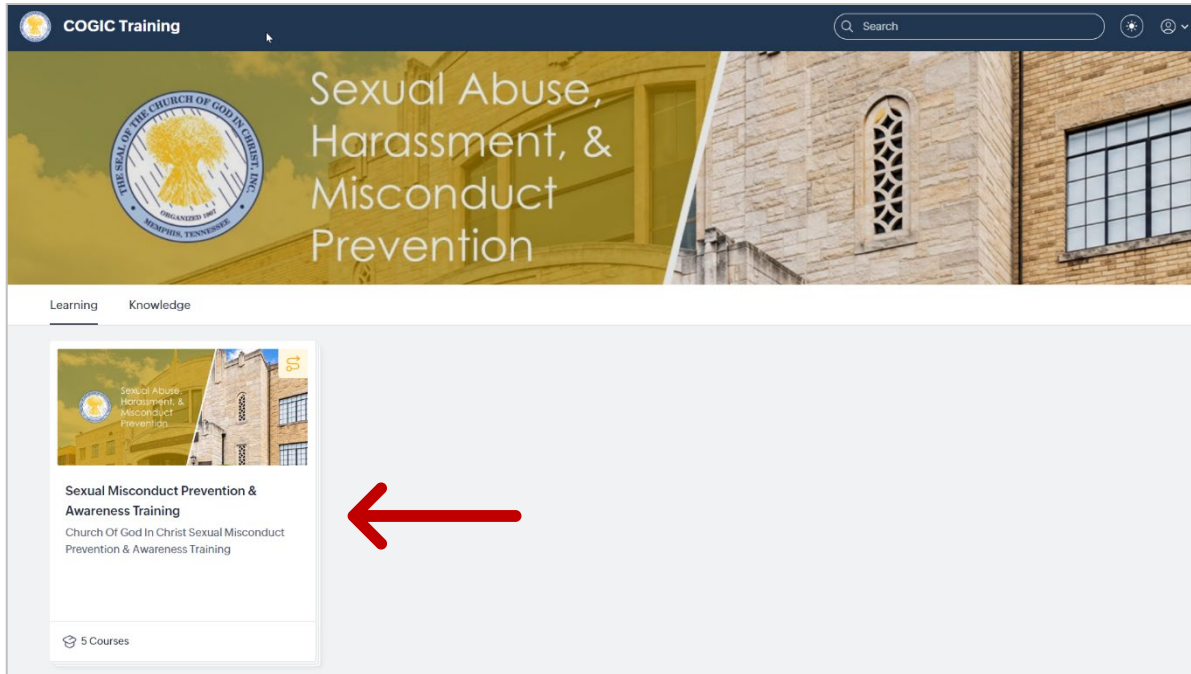
Done



7

ACCESS THE LEARNING PATH

- Click the **Sexual Misconduct Prevention & Awareness Training** image.
- This will **Open the Learning Path**



8

ENROLL IN THE LEARNING PATH

- Click **Enroll**.





9

COMPLETE THE COURSES

- Follow the **Learning Path**
- You must complete courses sequentially to move ahead.

Learning Path

Sexual Misconduct Prevention & Awareness Training

Church Of God In Christ Sexual Misconduct Prevention & Awareness Training

Continue Learning Path →

0% Completed

5 Courses	5 Incomplete	0 Completed
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Overview Courses

Includes completion certificate Earn badges

5 Courses

Introduction

1 Lesson

Start Course >

Rule: You need to complete this course to move ahead.

Recognizing Abuse, Harassment & Misconduct

1 Lesson

Rule: You need to complete this course to move ahead.

Responding to Abuse, Harassment & Misconduct

1 Lesson

Rule: You need to complete this course to move ahead.

Reporting to Abuse, Harassment & Misconduct

1 Lesson

Rule: You need to complete this course to move ahead.

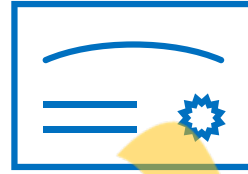
Acknowledgement of Training

1 Lesson

Rule: You need to complete this course to move ahead.

CERTIFICATE OF COMPLETION

- Once you have been completed all courses, you may download a certificate of completion for your records.



COMPLETION STATUS

- Notification if completed training is provided to appropriate COGIC departments.
- There is no need to email your Certificate of Completion.
- If you feel there are any discrepancies in your training records, please COGIC Training at support@cogictraining.com.

NEED ASSISTANCE OR HELP?



TRAINING SUPPORT

If you have any questions or encounter issues, contact the COGIC Training staff at support@cogictraining.com.