The steps to becoming a certified Adult Leader

Step 1
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.

Step 2
CHOOSE A VOLUNTEER ROLE
The choices are:
- Activity/event Volunteer
- Adult Adviser/Chaperone
- Club Enrollment Coordinator
- Club Leader
- Committee Volunteer
- Project Leader

Step 3
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**.

Step 4
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.

Step 5
COMPLETE MANDATED REPORTER TRAINING
This training is available on 4-H Online. Check under the trainings tab to start the training.

Step 6
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 ordered to keep their charter.
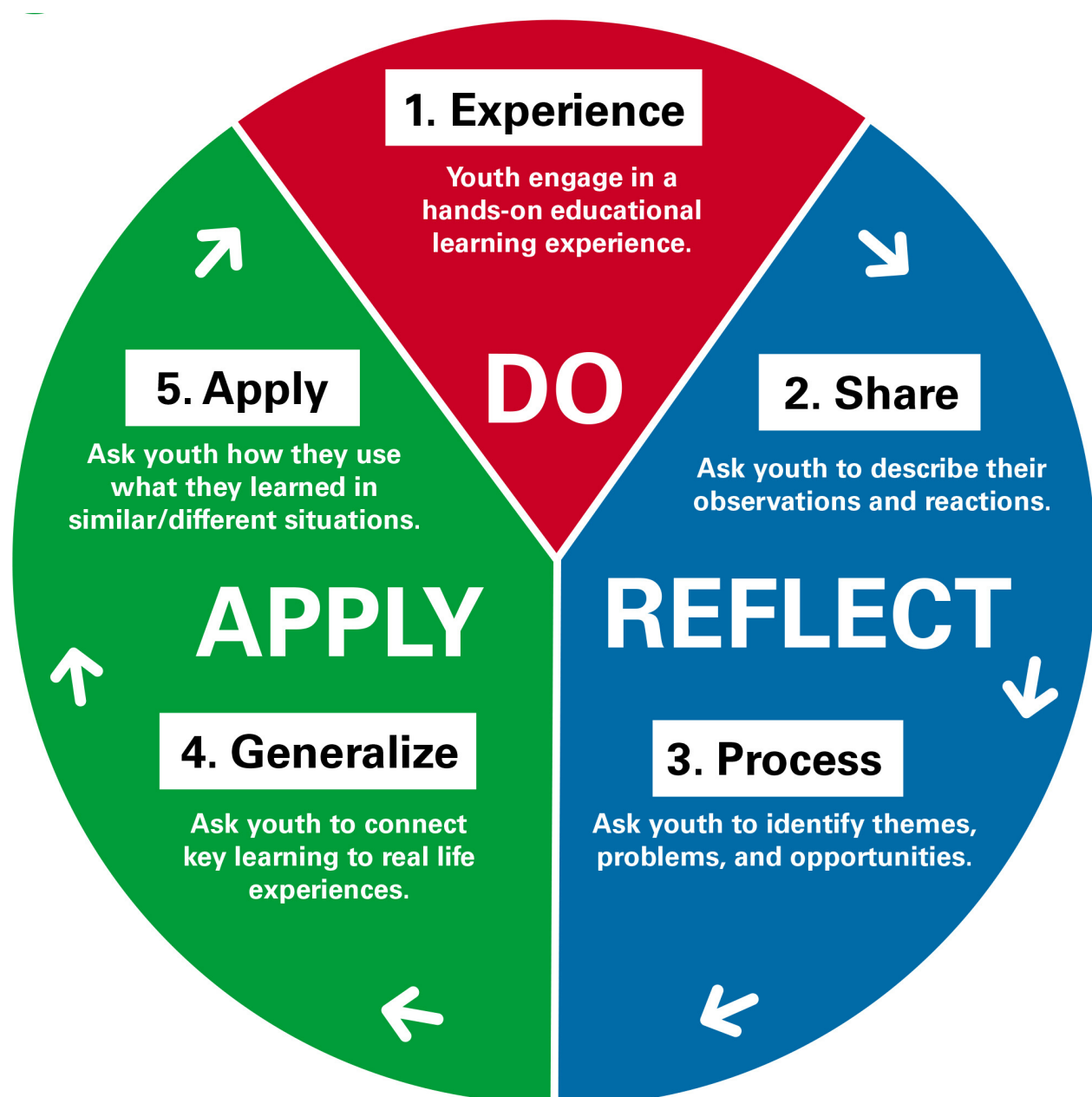
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Additional Volunteer Reminders

- 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 absince from the program and do not re-enroll for more then four years you will have to get re certified.

1. Experience
Youth engage in a hands-on educational learning experience.

DO

5. Apply
Ask youth how they use what they learned in similar/different situations.

2. Share
Ask youth to describe their observations and reactions.

APPLY

REFLECT

4. Generalize
Ask youth to connect key learning to real life experiences.

3. Process
Ask youth to identify themes, problems, and opportunities.

Questions? Contact Your County Coordinator!

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https://trempealeau.extension.wisc.edu/
https://fyi.extension.wisc.edu/wi4hvolunteers/