

4-H Canada Youth Safety Refresher: Learner Tips and Tricks

The Youth Safety Refresher Course is intended to be a refresher to the Commit to Kids and Youth Safety Training completed at the beginning of your time as a 4-H trained leader, staff member, or YAC member. Every three years, leaders, staff, and YAC members are required to complete this Refresher Course to ensure you are confident in applying skills to identify and handle issues related to the abuse of children and youth, and that youth safety at 4-H in Canada remains a priority.

▶ Getting Started

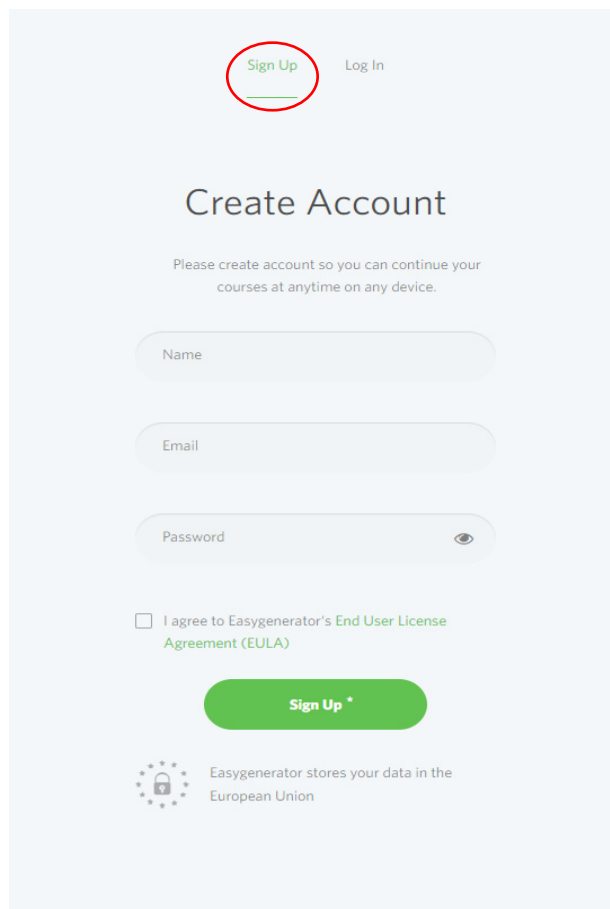
When you are eligible to take the Refresher, your provincial 4-H office will email you a link to the Youth Safety Refresher via the online learning platform Easygenerator.

Follow the link and click on the **Sign Up** tab to create a learner account in Easygenerator with your email, name, and a selected password.

Password requirements: At least 7 characters (letters, numbers, symbols), no spaces.



TIP: If you share an email address with another 4-H leader (for example your spouse), you will need to sign up using two different email addresses so that you both can individually access and complete the Refresher.

A screenshot of the Easygenerator 'Create Account' page. At the top, there are two links: 'Sign Up' (highlighted with a red circle) and 'Log In'. Below the links is the heading 'Create Account' and a sub-heading: 'Please create account so you can continue your courses at anytime on any device.' There are three input fields: 'Name', 'Email', and 'Password'. Below the 'Password' field is a checkbox labeled 'I agree to Easygenerator's End User License Agreement (EULA)'. At the bottom, there is a green 'Sign Up *' button. In the bottom left corner, there is a lock icon and the text 'Easygenerator stores your data in the European Union'.

4-H Canada Youth Safety Refresher: Learner Tips and Tricks

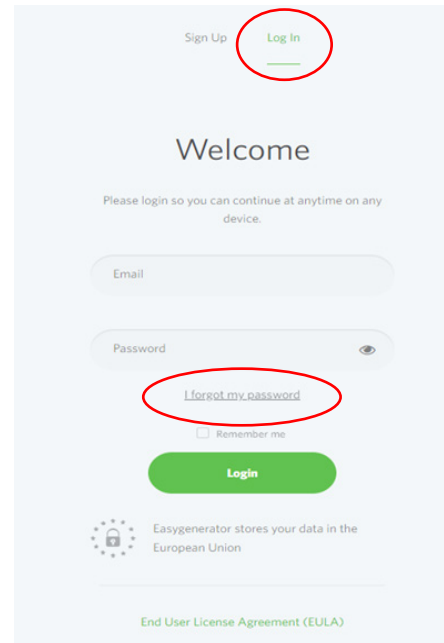


Bookmark the **Log In** page and use your email address and selected password for all subsequent log-ins

🔒 Password Management

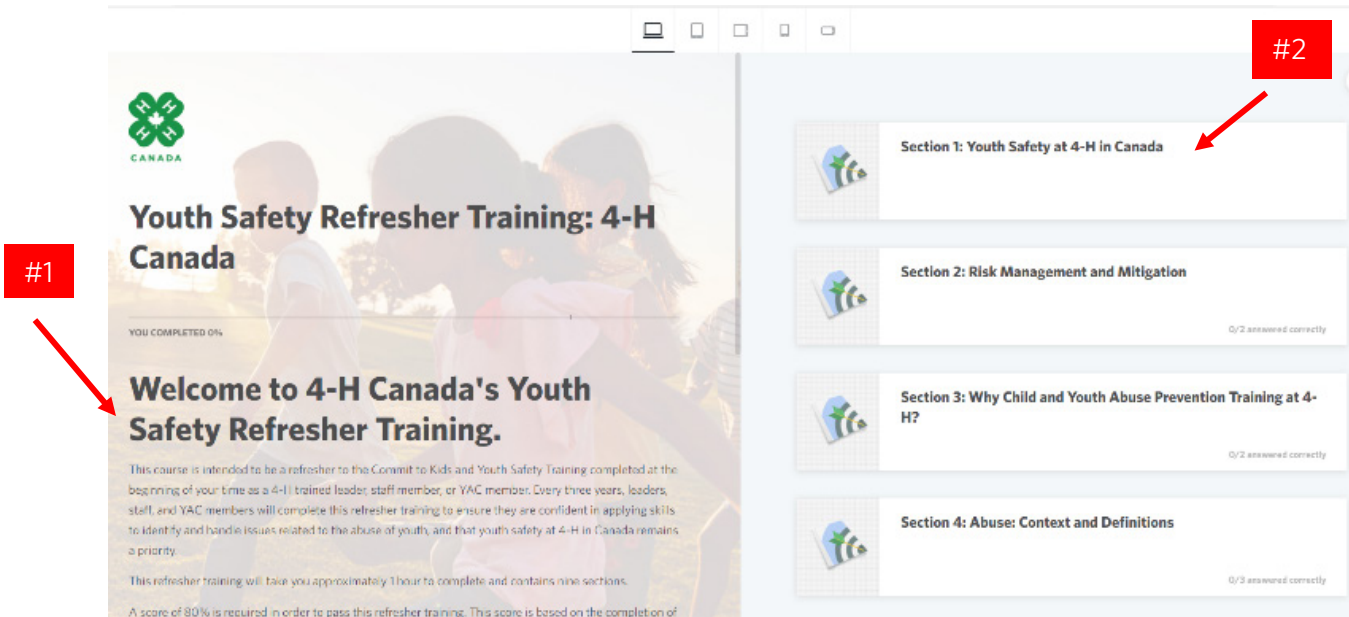
You can change the password/set a new password by clicking on **I forgot my password** on the Easygenerator Sign Up page. You will get an email from Easygenerator with the link to the reset password form.

⚠️ Please note that as the Refresher is hosted on Easygenerator, a third-party platform, neither provincial 4-H offices nor 4-H Canada can reset your password.



▶ How to Begin

Once you log in to the Refresher, you can start by reading the welcome page (#1) and then click on Section 1 to begin the course (#2).



Working through the Course



Duration: The Refresher should take about an hour to complete. Each learner is different, some people may complete it in 45 minutes, while others in an hour and a half. The course is not timed, you are encouraged to go at your own pace, reading and reviewing all of the course content, rather than rushing to finish it.



Devices: The Refresher can be accessed on a smartphone, tablet, laptop, or desktop computer.



Internet Connection: A stable internet connection is required for the Refresher but losing your internet connection is no cause for concern. Progress is recorded by Easygenerator in real-time. If you lose your internet connection, step away from the course, or log out to complete it later, your progress will be saved from where you left off. When you log in again, regardless of the device, Easygenerator will take you to where you left off.



Narration: The Refresher includes voiceover narration to enhance accessibility and learning. It will begin to play automatically when you open each page in the Refresher. There is an audio control at the bottom of the screen that can be used to change the volume, pause the voiceover, and rewind or fast-forward the voiceover. **Note:** Learners are not able to turn off the voiceover or stop it from playing automatically on each page, but you can mute the sound on your device if the narration does not enhance your learning.



Accessibility: The Refresher is text-based so individuals who use text magnifiers should not encounter difficulties using supportive devices. If you require a screen reader, Easygenerator recommends the [Google Chrome Screen Reader](#).



Section Sequence: It is recommended that you complete the Refresher in order of the nine sections, but this is not a requirement. If you are stuck on a certain section, you can move to the next section and then return to a previous section.




Resources: The documents in the Resource section and the links to documents throughout the course are provided to enhance your learning and support you in successfully completing the Refresher. You can download them or print them as you move through the course. Once you complete the Refresher your account remains active and you can return anytime to review information or access a resource.

Scoring and Course Completion

Successful Completion: To be considered a trained leader/volunteer, 4-H staff, or YAC in good standing, successful completion of the Refresher is a requirement. To pass the Refresher you must obtain a score of 80%. The final score is based on the completion of various questions throughout the course, including true/false, written reflection, multiple-choice, matching, and others.

Unsuccessful Completion: If you don't achieve 80%, don't stress. Simply return to the sections that you were unsuccessful at and try them again. To increase your knowledge base before re-responding to the questions, review the information provided in the Refresher carefully, including the resource section and the [4-H Canada Youth Safety Policy](#).

 **Note:** In the learning platform, it is not possible to identify correct responses so that only incorrect responses need to be completed again. This approach results in deeper learning than simply identifying responses that need to be corrected. You have unlimited attempts when responding to a question and can note responses on a separate sheet of paper to remember previous responses if needed.

Score Accessibility and Privacy: Individual scoring and responses will be accessible to the provincial administrator and 4-H Canada staff responsible for the Refresher. Access to this information adheres to [4-H Canada's Privacy Policy](#). It will be used for the purpose of tracking course completion, to support further development of this Refresher, and additional learning needs.

Certificate: Upon successful completion of the course, you will be able to download a Certificate of Completion directly from Easygenerator. You do not need to provide this to your provincial 4-H office, learner progress and completion are tracked directly within Easygenerator.

Post-Course Survey: After completing the Refresher, you will be sent a survey about the overall experience of the course. All feedback is welcome. Survey results will be accessible to the provincial Easygenerator administrator and the 4-H Canada staff responsible for the Refresher.



Contact - Additional Support and Questions

For any additional questions or support related to either the Youth Safety Refresher Course or Easygenerator, including support options for completing this online course, please communicate with the individual responsible for administering the Refresher Course in your province. This will be the person who sent you the email with the link to the Refresher and this document.