

# HUMAN TRAFFICKING PREVENTION TRAINING FOR LODGING PROVIDERS

OFFICE TO COMBAT HUMAN TRAFFICKING + IOWA DEPARTMENT OF PUBLIC SAFETY

WEBINAR





## WEBINAR OVERVIEW

### WHAT WE'LL COVER

- New Iowa Code
  - Background
  - Purpose
- Participation Requirement
- How to become certified
  - Facilities
  - Employees
- Certifying Existing Training
- Your responsibilities
- Our responsibilities
- Timelines and Deadlines
- Q&A

**NEW IOWA CODE**



## BACKGROUND

### IOWA CODE 80.45A - CERTIFICATION FOR LODGING PROVIDERS AND THEIR EMPLOYEES.

- Signed into law in 2020
- Office to Combat Human Trafficking charged with:
  - Creating human trafficking prevention training
  - Standing-up publicly accessible website (StopHTIowa.org)
  - Approving training created by other entities
  - Administering certification process for Iowa-based lodging providers
  - Maintaining list of current certified lodging-providers





## PURPOSE

### IOWA CODE 80.45A - CERTIFICATION FOR LODGING PROVIDERS AND THEIR EMPLOYEES.

- Human trafficking happens in Iowa
  - Comes in many forms and can be hard to identify
- Often it is happening in hotels and motels
  - Unbeknownst to employees
- By training staff at these critical locations, you and your team can help those in need – victims
- How lodging providers and employees can partner with law enforcement to make our Iowa communities safer



## PROTECTIONS

**IOWA CODE 80.45A - CERTIFICATION FOR  
LODGING PROVIDERS AND THEIR EMPLOYEES.**

- **Immunity**
  - A lodging provider's employee who acts in good faith shall be immune from civil liability for reporting suspected human trafficking activities to any law enforcement official.

# **PARTICIPATION REQUIREMENT**





## PARTICIPATION REQUIREMENT

- This is a **voluntary** training program. Lodging providers are not required to complete the training.
- **UNLESS:**
  - Your establishment wants to host public employees or publicly funded events and conferences and receive public funds as payment for services
  - Code section states: "...in order to accept public funds...must complete and certify to the commissioner that each of the lodging provider's employees has completed human trafficking prevention training."





## PARTICIPATION REQUIREMENT

- **Who:** All employees of lodging provider
- **When:**
  - By January 1, 2022
  - Within 30 days of employment for new staff
  - Every 3 years thereafter
- **Where:**
  - Office to Combat Human Trafficking
    - FREE
    - [StopHTIowa.org](https://stophtlowa.org)

**STOPHTIOWA.ORG DEMO**

# TRAINING OPTIONS

# FACILITY OPTIONS FOR TRAINING

- Employee Training
  - Each Employee Takes Online Training & Test
  - Employee Prints Certificate and Provides to Facility
- Facility Training
  - On Premise Training for All Employees
  - Written Test
  - Bulk Upload of Trained Employees
- Combination of Employee & Facility Training

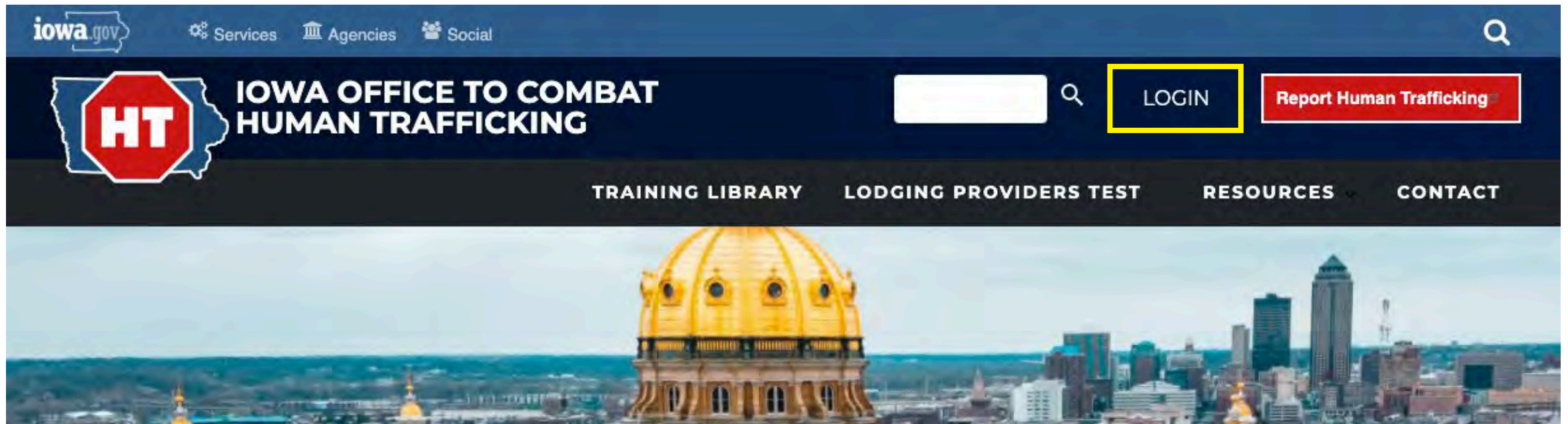


# HOW TO BECOME CERTIFIED

## FOR EMPLOYEES

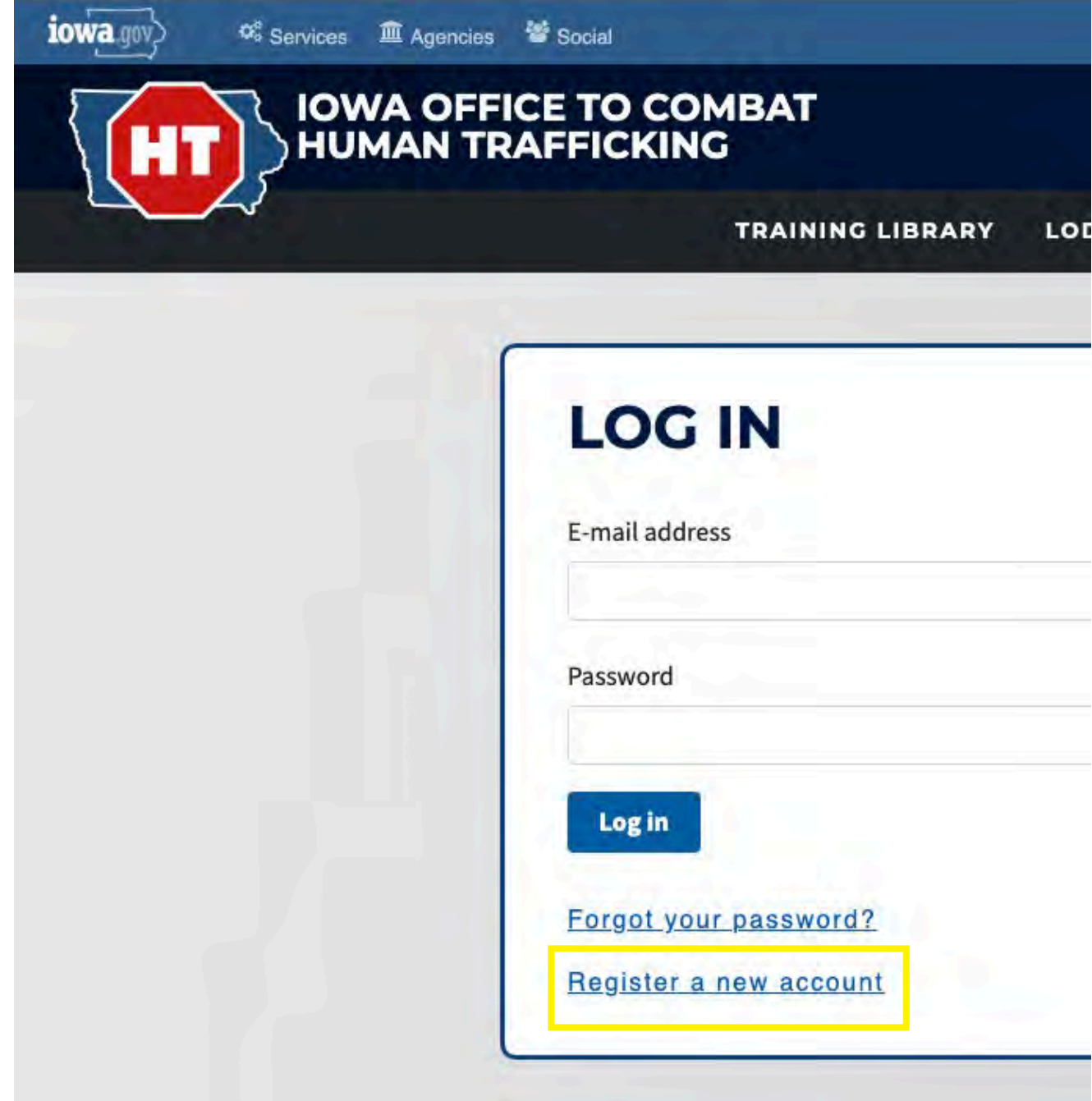
# CREATE AN ACCOUNT

- Visit StopHTIowa.org
- Select 'LOGIN'



## CREATE AN ACCOUNT

- Select “Register a new account”



iowa.gov Services Agencies Social

**HT** IOWA OFFICE TO COMBAT HUMAN TRAFFICKING

TRAINING LIBRARY LOG IN

### LOG IN

E-mail address

Password

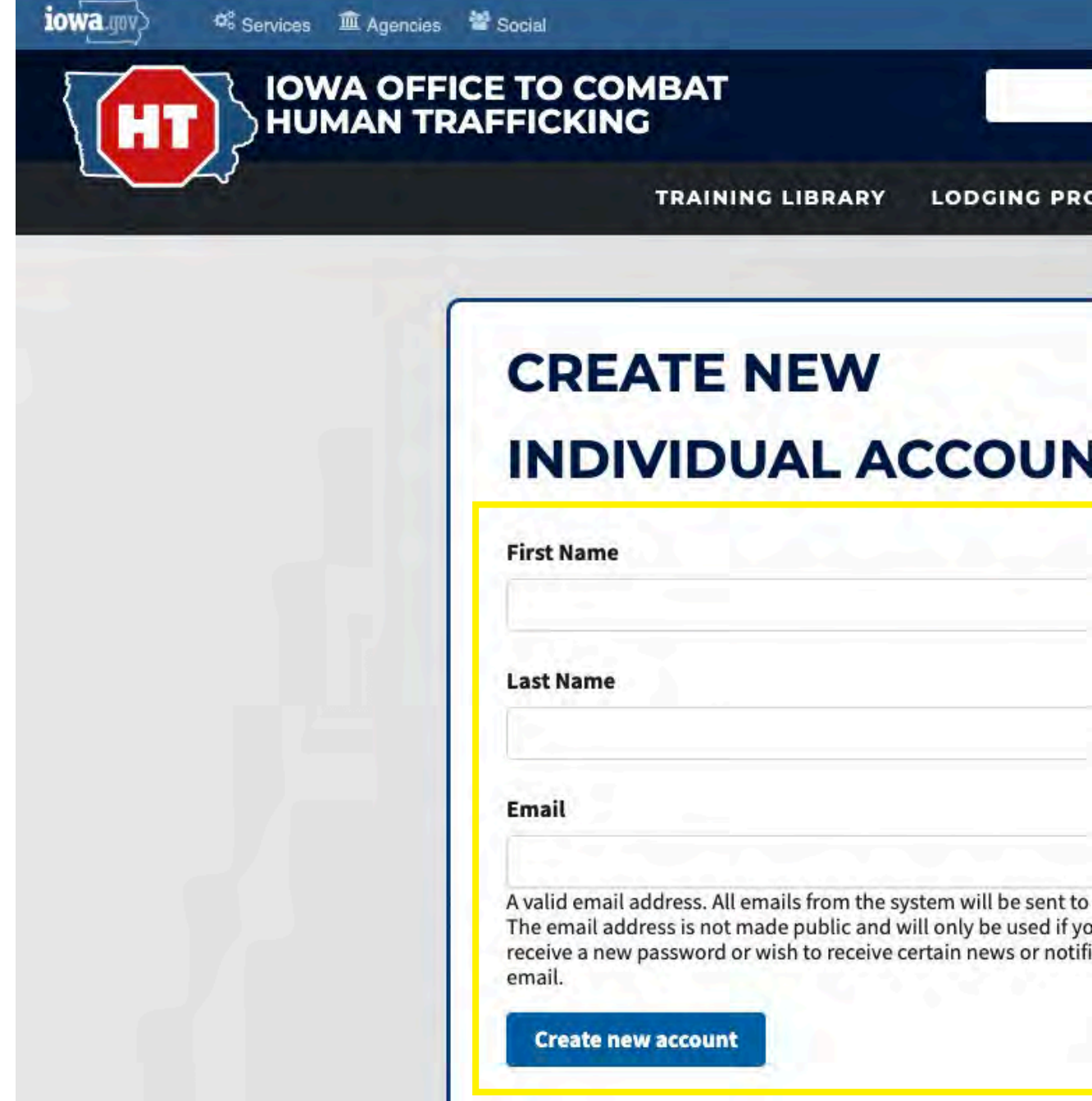
Log in

[Forgot your password?](#)

[Register a new account](#)

## CREATE AN ACCOUNT

- Fill out the form
  - Recommend using email address tied to lodging provider
- Select "Create new account"



The screenshot shows the website for the Iowa Office to Combat Human Trafficking. The header includes the Iowa.gov logo, navigation links for Services, Agencies, and Social, and the organization's name. A dark blue navigation bar contains links for TRAINING LIBRARY and LODGING PROVIDERS. The main content area features a 'CREATE NEW INDIVIDUAL ACCOUNT' form with a yellow border. The form includes input fields for First Name, Last Name, and Email, each with a label above it. Below the Email field is a disclaimer: 'A valid email address. All emails from the system will be sent to you. The email address is not made public and will only be used if you request to receive a new password or wish to receive certain news or notifications via email.' At the bottom of the form is a blue button labeled 'Create new account'.

iowa.gov Services Agencies Social

**HT** IOWA OFFICE TO COMBAT HUMAN TRAFFICKING

TRAINING LIBRARY LODGING PROVIDERS

### CREATE NEW INDIVIDUAL ACCOUNT

**First Name**

**Last Name**

**Email**

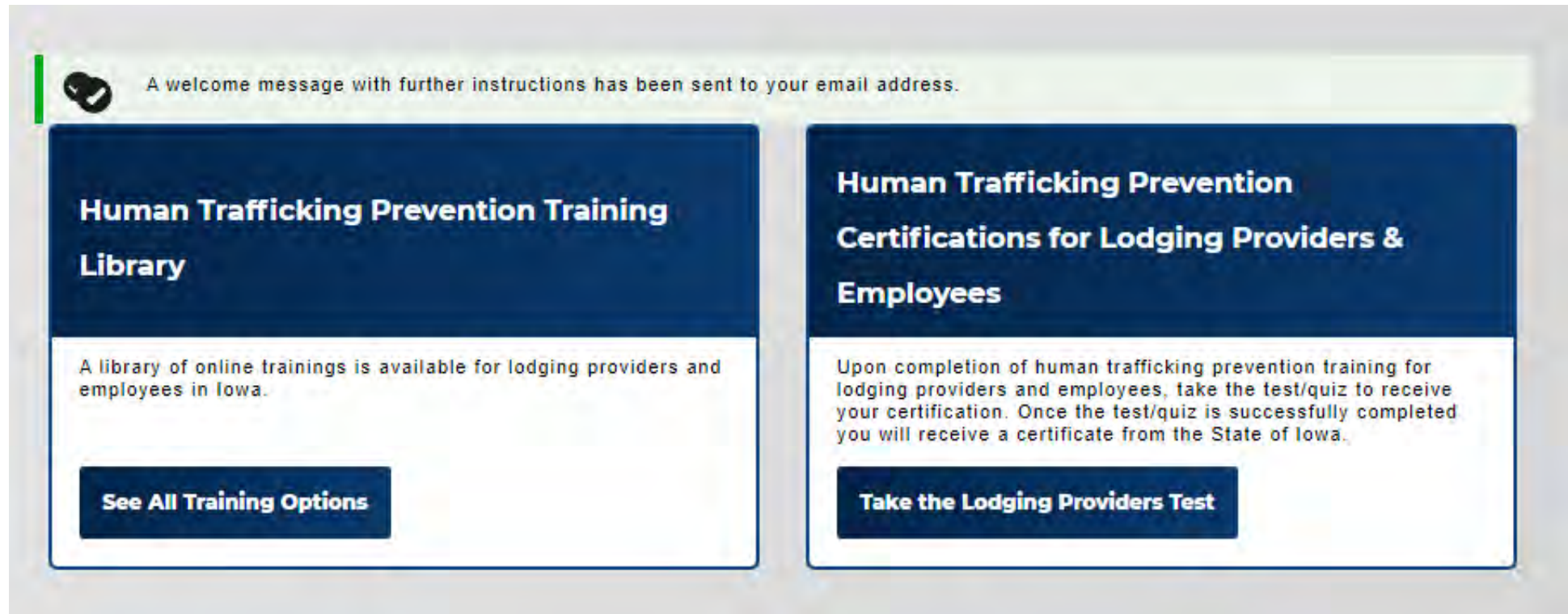
A valid email address. All emails from the system will be sent to you. The email address is not made public and will only be used if you request to receive a new password or wish to receive certain news or notifications via email.

**Create new account**



# RECEIVE EMAIL WITH INSTRUCTIONS

- Check your junk mail folder if you don't receive it within 5 minutes



A screenshot of a web portal interface. At the top, a green banner with a checkmark icon and the text "A welcome message with further instructions has been sent to your email address." is displayed. Below this, the page is divided into two main sections. The left section, titled "Human Trafficking Prevention Training Library", contains the text "A library of online trainings is available for lodging providers and employees in Iowa." and a button labeled "See All Training Options". The right section, titled "Human Trafficking Prevention Certifications for Lodging Providers & Employees", contains the text "Upon completion of human trafficking prevention training for lodging providers and employees, take the test/quiz to receive your certification. Once the test/quiz is successfully completed you will receive a certificate from the State of Iowa." and a button labeled "Take the Lodging Providers Test".

A welcome message with further instructions has been sent to your email address.

## Human Trafficking Prevention Training Library

A library of online trainings is available for lodging providers and employees in Iowa.

[See All Training Options](#)

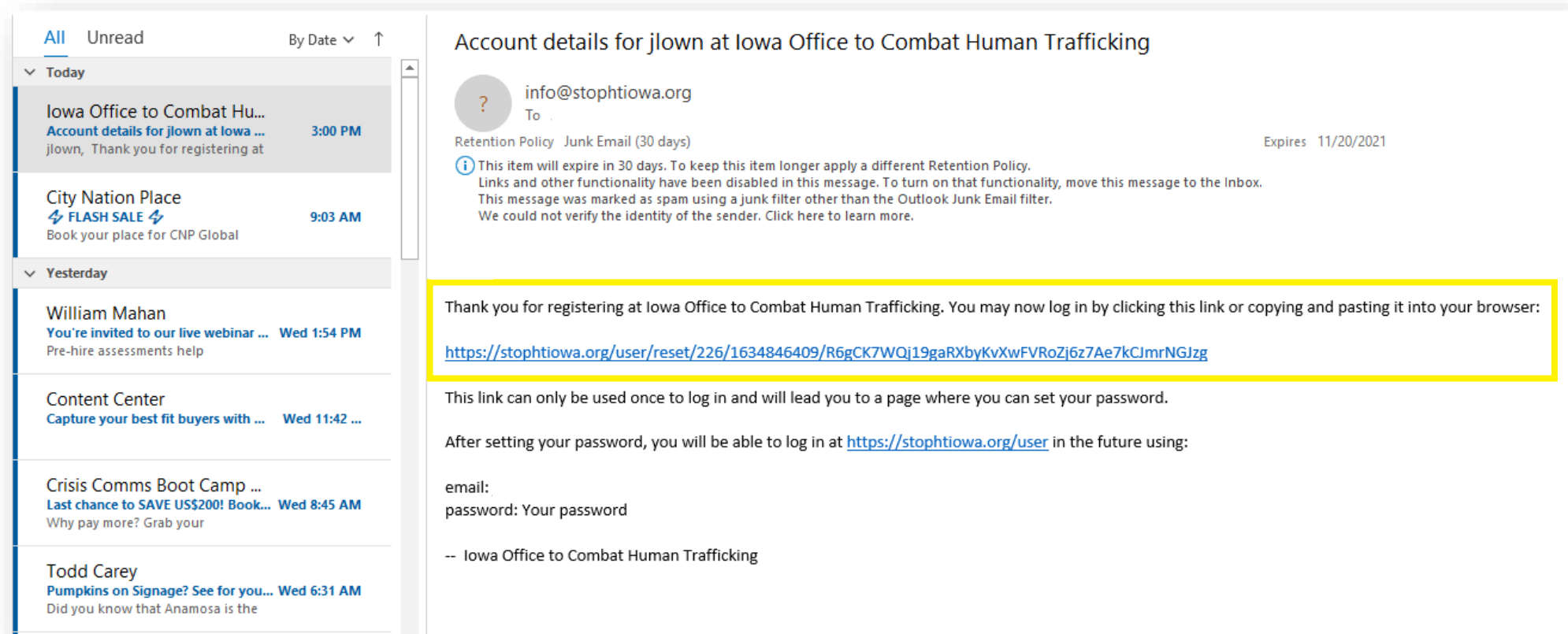
## Human Trafficking Prevention Certifications for Lodging Providers & Employees

Upon completion of human trafficking prevention training for lodging providers and employees, take the test/quiz to receive your certification. Once the test/quiz is successfully completed you will receive a certificate from the State of Iowa.

[Take the Lodging Providers Test](#)

# RECEIVE EMAIL WITH INSTRUCTIONS

- You will receive a link to set your password



# RESET YOUR PASSWORD

## SET PASSWORD

This is a one-time login.

Click on this button to log in to the site and change your password.

This login can be used only once.

**Log in**



You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

First Name

Last Name

Email

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

**Save**

# RESET YOUR PASSWORD

- Note the password strength recommendations
- Once password selected, hit save

Password

Password strength: Weak

Confirm password

Recommendations to make your password stronger:

- Make it at least 12 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

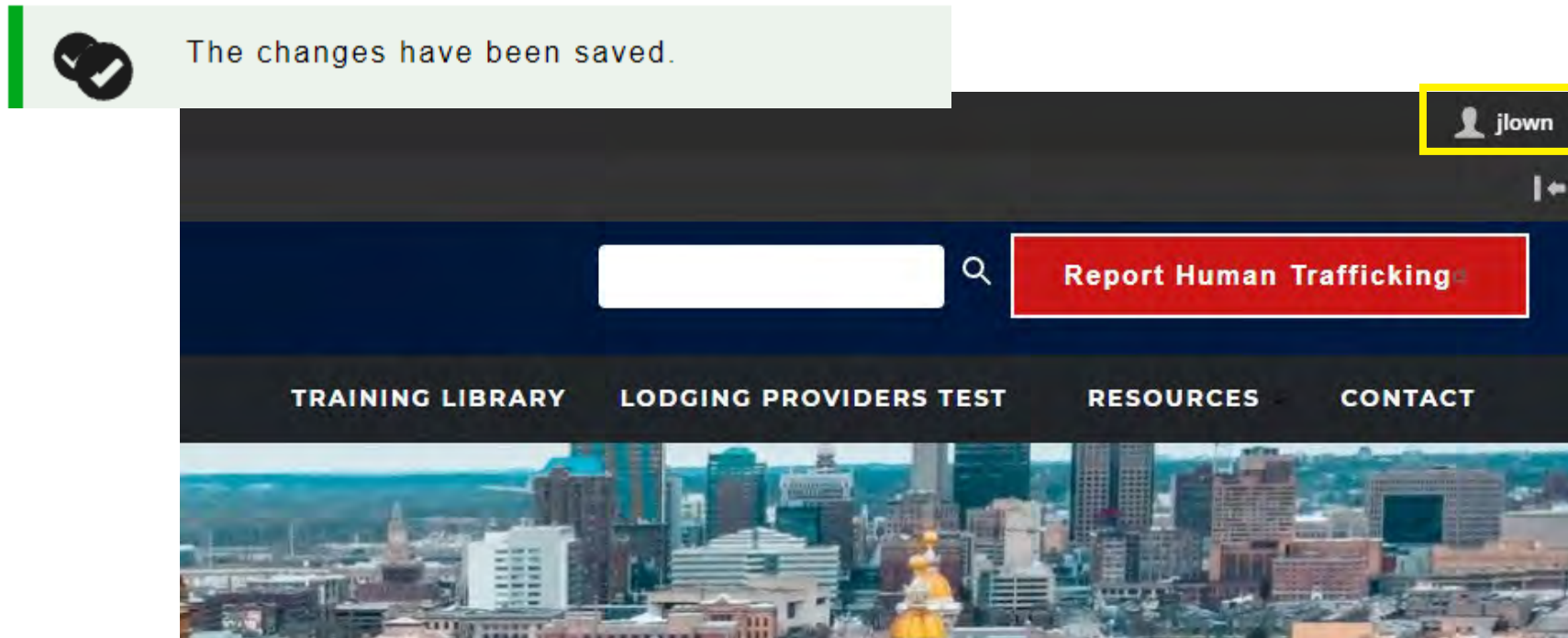
To change the current user password, enter the new password in both fields.

**Save**



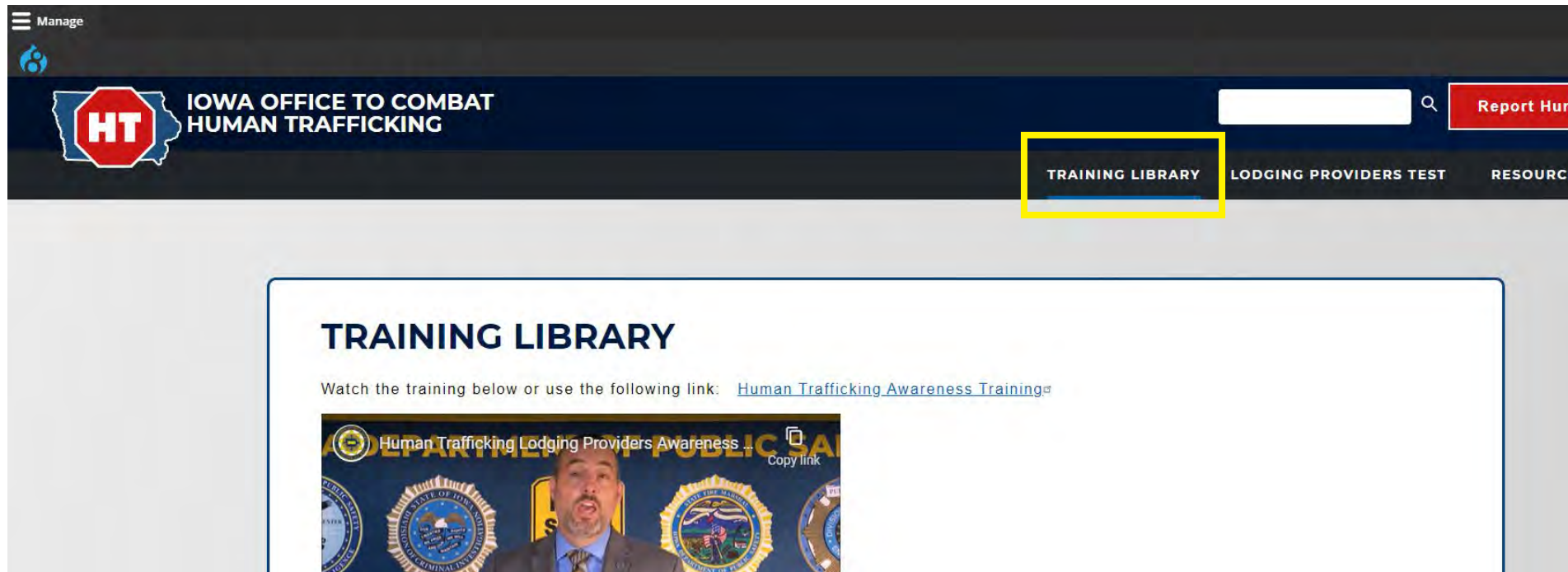
# RESET YOUR PASSWORD

- Website will refresh and you'll see green bar indicating your account info and password have been saved
- Top right should also indicate user is logged in



# ACCESS THE TRAINING LIBRARY

- Select “Training Library”
- Watch the 20-minute training video (*available in English, Spanish; Bosnian coming soon*)
- Select the link below the video or in the top navigation to take the test



# COMPLETE THE LODGING PROVIDER TESTING

Please review the training options or the training recommended by your employer before attempting the test.

Certification will be awarded on completion of the test with 100% passing score.

**Start Test**

This completes your test. Please "Finish" below to see your results.

**Finish**

an trafficking?

- ☐ True
- ☐ False

**Question 4 >**

- ☐ Door-to-door sales position
- ☐ Waiter/Waitress
- ☐ Construction worker
- ☐ Convenience store worker
- ☒ All of the above

**Question 5 >**

# COMPLETE THE LODGING PROVIDER TESTING

- Once you have passed the training exam, you can print and save your certificate (PDF)

The image shows a user profile page with a light blue background. A grey rectangular box with a blue border is overlaid on the right side, containing a success message. The profile page has a blue border and contains the following text:

**MEMBER FOR**  
1 hour 13 minutes

**USER PROFILE**

*Click on your username in the top right to edit your user account.*

**First Name:**

**Last Name:**

**Email:**

**Print Certificate**

The 'Print Certificate' button is highlighted with a yellow border.

**Congratulations, you got 100% correct.**

To print or view your certification, please click navigate to you [user profile](#).



# RECEIVE YOUR CERTIFICATE OF TRAINING

- Certificate will remain in your online profile/account to retrieve as needed
- Each employee should save their certificate
  - Certification is transferrable
- HR/employers should also obtain a copy from employee
  - It is lodging provider's responsibility to keep record of all employee training and certification



# HOW TO BECOME CERTIFIED

## FOR FACILITIES

# LODGING PROVIDER ACCOUNT

- Navigate to the FAQ page of StopHTIowa.org
- Follow the link to the Hotel Administrator User Account Request form

## FREQUENTLY ASKED QUESTIONS

▼ [How do we submit our Human Trafficking training for approval?](#)

▲ [How do I request a Hotel Administrator User Account?](#)

If you need to manage multiple hotel locations, please use the following form for your request [Hotel Administrator User Account Request Form](#)

▼ [All employees have taken DPS approved Human Trafficking Training, How do I request final certification?](#)

# LODGING PROVIDER ACCOUNT

- Fill out the simple form
- Attach list of facilities and locations
  - WORD
  - EXCEL
  - CSV
  - PDF

State of Iowa

info@iowa.gov

200 E Grand, Des Moines, IA, 50309, US



Iowa Office to Combat  
Human Trafficking

[www.stophtia.org](http://www.stophtia.org)

## Hotel Administrator Registration Form

Please use this form to request a Hotel Administrator user account.  
If you need access to multiple hotel locations you can attach a list to this form.

This form will only accept 1 attachment.

Please provide your email address

Enter your name

Enter your phone number

Enter the Hotel names & addresses of the locations you need to manage

Description



Submit

# LOGGING PROVIDER ACCOUNT

- You will receive an email indicating your facility account has been created
- Use the link in the email to create your password
- Once logged in, you will see two links on your home dashboard
- Hotel Location List






# LODGING PROVIDER ACCOUNT

- Hotel Locations List
- List of facilities appears
- To update info about each location, click the 'edit' button

[Home](#)

Manage

mwvg.work

[View profile](#)[Edit profile](#)[Log out](#)

Hotel Admin Views User

[Home](#) » [Hotel Admin](#)

Hotel Name

Apply

# LODGING PROVIDER ACCOUNT

- Update or correct information as needed

Manage

View profileEdit profileLog out

mwvg.work

Edit Hotel LocationHometown Inn

ViewEdit

Home » » Hometown Inn

Details \*Owner DetailsIDs/Class/Keys

Title \*

Hometown Inn

Hotel Loc Email

Facility Phone

Classification

Hotel Continental Breakfast Hotel / Motel

Hotel / Motel, Full Service:Restaurant with Liquor Hotel / Motel, Hotel / Motel Hotel Continental Breakfast, etc.

▼ HOTEL ADDRESS

Published

Last saved: 06/09/2021 - 11:22

Author:

☒ Create new revision

Revision log message

Briefly describe the changes you have made.

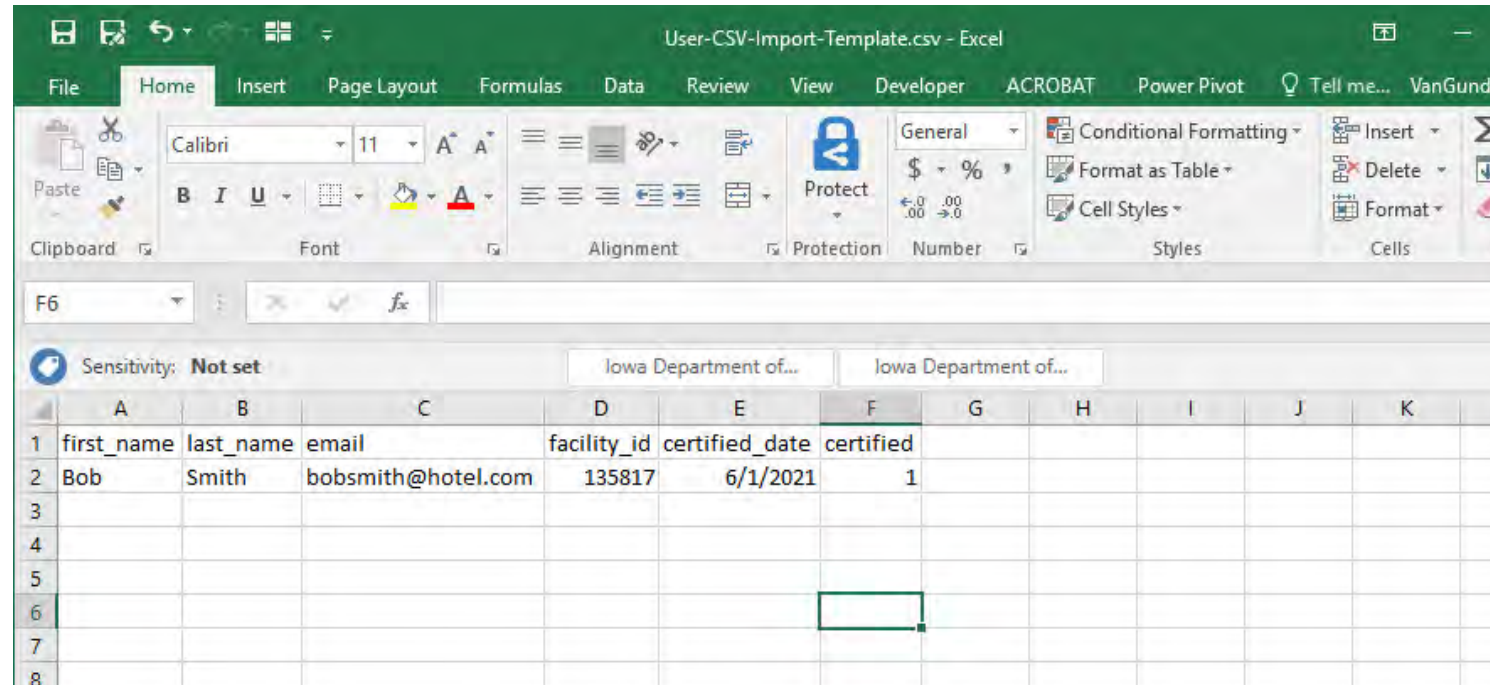
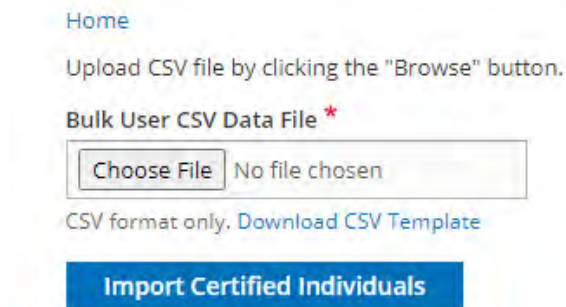
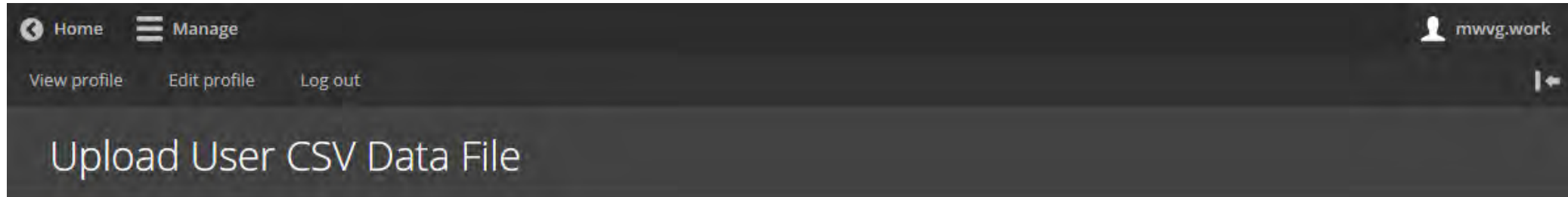
# LODGING PROVIDER ACCOUNT

- Second link on home dashboard
- User Bulk Upload



## LODGING PROVIDER ACCOUNT

- User Bulk Upload



# HOW TO BECOME CERTIFIED

## FOR FACILITIES



# FINAL FACILITY CERTIFICATION

- Once all employees have successfully completed training and test
- Locate the Hotel Certification Final Approval form through the FAQ page at StopHTIowa.org

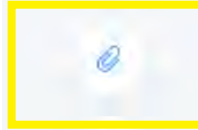
## FREQUENTLY ASKED QUESTIONS

- ✓ [How do we submit our Human Trafficking training for approval?](#)
- ✓ [How do I request a Hotel Administrator User Account?](#)
- ^ [All employees have taken DPS approved Human Trafficking Training, How do I request final certification?](#)

If you want to request certification after your staff have been trained use the following form [Hotel Training Final Certification](#)

# FINAL FACILITY CERTIFICATION

- Fill out the short form
- Attach a roster of all current employees
  - WORD
  - EXCEL
  - CSV
  - PDF
- Electronically sign form to verify all employees are trained
- Submit
- Allow five business days for OCHT staff to cross check employee accounts and verify



Iowa Office to Combat  
Human Trafficking

[www.stophtiowa.org](http://www.stophtiowa.org)

## Hotel Certification Final Approval

Please use this form to submit your Hotel information for certification approval by the Commissioner of the Iowa Department of Public Safety.

Your current employee roster must be submitted with this form.

This form will only accept 1 attachment. (Attachment has a 250mb size limit.)

Please provide your email address

Enter your name

Enter your phone number

Enter your hotel name

Enter your hotel address

Description

By signing this form, I certify all employees at my location have completed a Human Trafficking Awareness training approved by the Iowa Department of Public Safety. I also understand that new employees must be trained within 30 days of hire to retain certification.

Hotel Signature

*Signature Here*

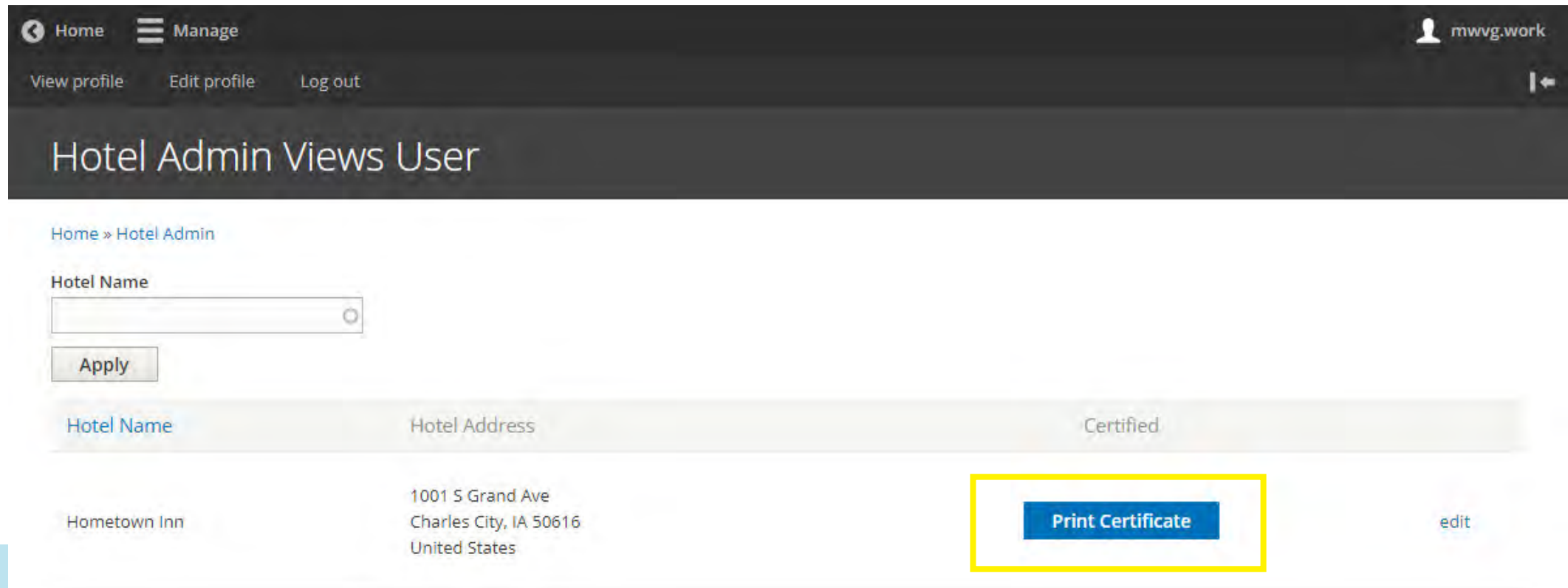
CLICK TO SIGN

Date



# FINAL FACILITY CERTIFICATION

- Receive notification that your facility has been certified
- Log in to facility account
  - On hotel admin page you'll find certificate download button



The screenshot displays the 'Hotel Admin Views User' interface. At the top, there is a dark navigation bar with 'Home' and 'Manage' links, and a user profile section for 'mwvg.work'. Below this, the page title 'Hotel Admin Views User' is visible. A breadcrumb trail shows 'Home » Hotel Admin'. A search bar for 'Hotel Name' with an 'Apply' button is present. The main content area features a table with columns for 'Hotel Name', 'Hotel Address', and 'Certified'. The first row lists 'Hometown Inn' at '1001 S Grand Ave, Charles City, IA 50616, United States'. A blue 'Print Certificate' button is highlighted with a yellow border in the 'Certified' column, and a faint 'edit' link is visible to its right.

Hotel Name	Hotel Address	Certified
Hometown Inn	1001 S Grand Ave Charles City, IA 50616 United States	<a href="#">Print Certificate</a> <a href="#">edit</a>

# RECEIVE YOUR FACILITY CERTIFICATION

- Download/save your certificate for your records
- Print your certificate
  - Must display your facility certification by front office, check-in area
- Certificate will remain in admin account for retrieval if needed



**CERTIFYING EXISTING TRAINING**



# CERTIFYING EXISTING TRAINING

Prior to submitting your training program, please review and ensure it includes those items required by code:

- a. A general overview of human trafficking.
- b. A general overview of state law on human trafficking.
- c. The definition of human trafficking and the commercial exploitation of children.
- d. Guidance on the difference between labor trafficking and sex trafficking.
- e. Guidance on how to recognize potential human trafficking victims.
- f. Guidance on how to recognize potential human traffickers.
- g. Guidance on how to identify activities commonly associated with human trafficking.
- h. Safe and effective responses to human trafficking situations, including but not limited to how to report suspected human trafficking to proper law enforcement officials

# CERTIFYING EXISTING TRAINING

- StopHTIowa.org
  - Link to form on FAQ page

## FREQUENTLY ASKED QUESTIONS

### ^ [How do we submit our Human Trafficking training for approval?](#)

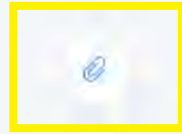
To submit your Human Trafficking training for approval, use our [Training Certification Form](#)

### ✓ [How do I request a Hotel Administrator User Account?](#)

### ✓ [All employees have taken DPS approved Human Trafficking Training, How do I request final certification?](#)

# CERTIFYING EXISTING TRAINING

- Fill out the requisite form
  - Provide basic info about your organization
  - Must submit your current training
    - Add attachment via paperclip icon
    - Link/URL in Description field
- NOTE: Training completed prior to DPS certification will not be accepted.



Iowa Office to Combat  
Human Trafficking

[www.stophtia.org](http://www.stophtia.org)

## Certify Existing Human Trafficking Training Submission Form

Please use this form to submit your existing training for approval and certification by the Commissioner of the Iowa Department of Public Safety.

Your training must cover the following requirements to be considered for approval.

- A general overview of human trafficking.
- A general overview of Iowa State law on human trafficking.
- The definition of human trafficking and the commercial exploitation of children.
- Guidance on the difference between labor trafficking and sex trafficking.
- Guidance on how to recognize potential human trafficking victims.
- Guidance on how to recognize potential human traffickers.
- Guidance on how to identify activities commonly associated with human trafficking.
- Safe and effective responses to human trafficking situations, including but not limited to how to report suspected human trafficking to proper law enforcement officials.

This form will only accept 1 attachment. (Attachment file has a 250mb size limit.)

Please provide your email address \*

Enter your name \*

Enter your phone number \*

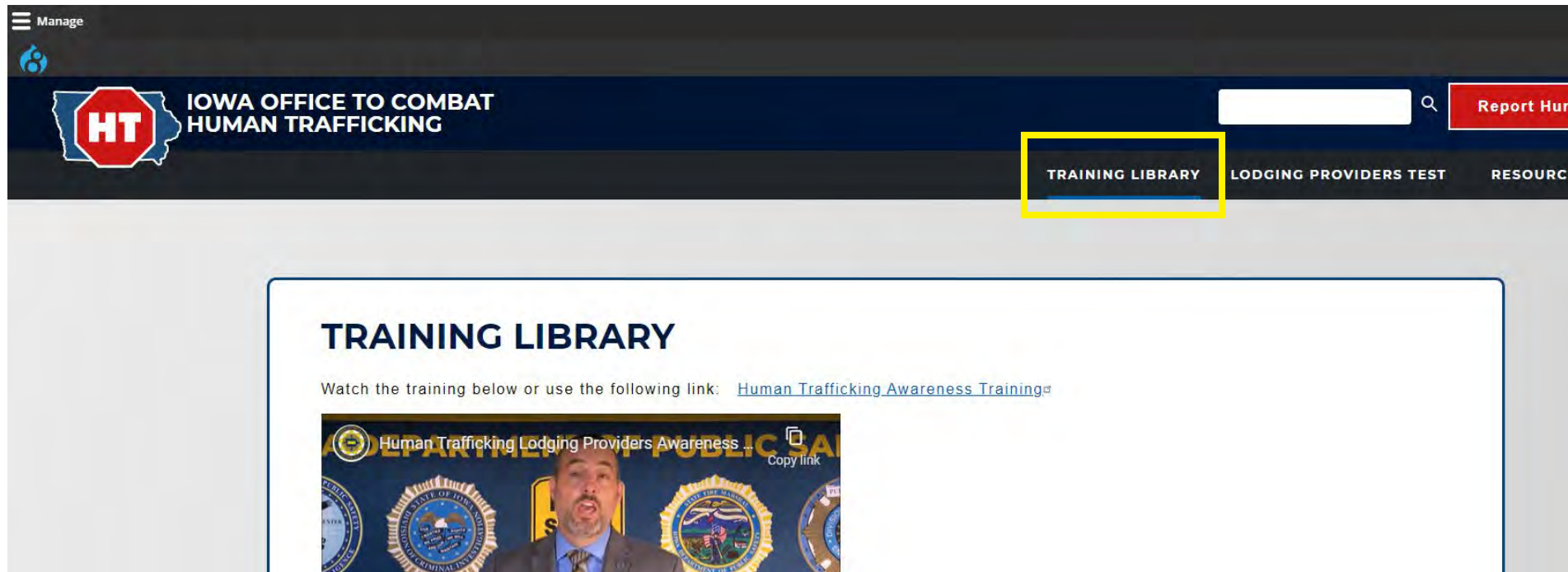
Enter your hotel name \*

Enter your hotel address \*

Description \*

# APPROVED TRAINING LIBRARY

- Navigate to StopHTIowa.org
- Select “Training Library”
  - All Currently Approved Training Options will be listed
  - New Trainings Options are added once approved



**YOUR RESPONSIBILITIES**



## LODGING PROVIDER RESPONSIBILITIES

- Create businesses account at [StopHTIowa.org](https://StopHTIowa.org)
- Ensure all current employees complete training:
  - Create an account
  - Watch the training video
  - Take the exam until it is passed
  - Complete existing, certified training of your own
- Maintain records indicating all employees have been trained and certified
- Ensure all new employees are trained and certified within 30 days
- Re-certify all staff every three years
- Must display your facility certification by front office, check-in area
- NOTE: Training completed prior to DPS certification will not be accepted.



# OUR RESPONSIBILITIES



## **Iowa Office to Combat Human Trafficking**

[www.stophtiowa.org](http://www.stophtiowa.org)

## **OFFICE TO COMBAT HUMAN TRAFFICKING RESPONSIBILITIES**

- Develop and deliver human trafficking prevention training curricula
- Certify existing human trafficking prevention training
- Administer a certification process for all employees and lodging provider businesses
- Provide certificate of training completion to employees AND lodging provider
- Maintain a public facing website to publish current list of certified lodging providers

# TIMELINES AND DEADLINES



## DEADLINES

- **Now:** Training open and available!
- January 1, 2022: All lodging provider employees must be trained and certified to receive payment for services to publicly funded entities and their employees
- Ongoing: All new employees must be trained and certified within 30 days
- 3-year increments: All employees must be re-certified

**Q&A**



## Iowa Office to Combat Human Trafficking

[www.stophtiowa.org](http://www.stophtiowa.org)

[humantrafficking@dps.state.ia.us](mailto:humantrafficking@dps.state.ia.us)

[515.725.6330](tel:515.725.6330)

<https://dps.iowa.gov/divisions/intelligence/human-trafficking>

Iowa Department of Public Safety  
215 East 7th Street  
Des Moines, IA 50319



## APPENDIX:

- Iowa Code 80.45A