

Subject: Safe Environment Program Training Re-Certification

June 8, 2010

The *Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults** (“Policy”) through the Safe Environment Program Office places two rings of protection around our children, youth, and vulnerable adults in accordance with guidance from the *USCCB Charter for the Protection of Children and Young People* “Charter”. The first ring of protection is background screening - Article 13 of the Charter. The second ring of protection is safe environment training - Article 12 of the Charter.

The Policy requires that Church Personnel, as defined, who may have the care, responsibility, and or supervision of a child, youth, or vulnerable adult must first, have their background screened for criminal history. Secondly, Church Personnel must be trained to watch for the signs of predatory behavior in an adult, to watch for signs of abuse in a child or vulnerable adult, and to report actual or suspected abuse to either law enforcement or to the Florida Department of Children and Families through the abuse registry hotline.

Due to emerging issues in the field of child safety and vulnerable adult safety combined with the dynamic nature of parish/school life, personnel turnover, and the natural human propensity to forget over time of what one has learned in training, Bishop Lynch through the Office of the Vicar General initially directed that Safe Environment training re-certification aka re-training be conducted every five years. In an effort to streamline Safe Environment operations and procedures, the bishop has decided to align the three-year training re-certification requirement with that of the five-year background re-screening requirement.

Safe Environment Program training re-certification is required every **5 years**. Safe Environment Program training certification will expire on the 5th anniversary of an individual’s training date according to the following schedule:

Current Training Day and Month in the Year	Expiration Day and Month of Training in the Year:
2003	2008
2004	2009
2005	2010
2006	2011
2007	2012
2008	2013
2009, etc.	2014, etc.

Church Personnel can receive recertification training online at www.shieldthevulnerable.org no matter how long ago they attended a face-to-face SEP workshop. Alternatively, Church Personal can recertify by attending a current Safe Environment Program training session.

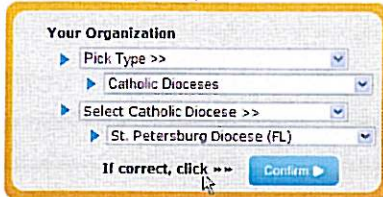
* The US Conference of Catholic Bishops (USCCB) *Charter for the Protection of Children and Young People* “Charter”, the Florida Conference of Catholic Bishops *Policy for the Protection of Children and Vulnerable Adult s* (“Provincial Policy”), and the *Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults* (“Policy”) are the governing documents that implement the US Conference of Catholic Bishop’s Promise to Protect and Pledge to Heal those who have been harmed by abuse, especially sexual abuse, in the US Church.

SAFE ENVIRONMENT FOR CHILDREN AND VULNERABLE ADULT PROGRAM

At Catholic schools and parishes across the country, employees, volunteers, parents, and children are participating in training programs mandated by the 2002 Charter by the U. S. Catholic Bishops. Plus, the St. Petersburg Diocese conducts training on how to protect vulnerable adults. Now, for **recertification**, you must take (depending on your status) the following interactive online courses **available 24/7**: Recognize & Report Child Abuse, Detecting Predators to Protect Children, or Recognize & Report Vulnerable Adult Abuse. Each course takes about an hour. All you need is a computer with an Internet connection, and you can stop and return anytime to the same place to finish. **Just remember** your Login-ID & Password.

- 1 Go to: shieldthevulnerable.org 2 Click  tab for "ADULTS"

3 Adult Sign-Up



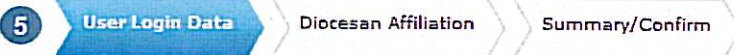
Your Organization

- ▶ Pick Type >>
 - ▶ Catholic Dioceses
- ▶ Select Catholic Diocese >>
 - ▶ St. Petersburg Diocese (FL)

If correct, click >>>

1. click "Pick Type"
2. click "Catholic Dioceses"
3. click "Select Catholic Diocese"
4. click "St. Petersburg Diocese"
5. click "Confirm" button

- 4 **Pre-Registration: Why are you here?** From the list on the pre-registration screen, identify why you are taking the course. Answer the subsequent questions based on your answer, then click the "Start Registration" button. **NOTE:** If you are required to train and **have not completed a live training class**, you will be directed to the "Go to Calendar" button to reserve a seat in a live class.



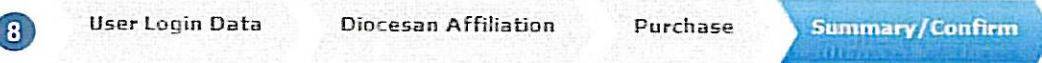
User/Login Tab: fill in the requested information and create your own login. Only one person can be named on the registration. It's also important to provide a valid email address — if you have one.



Diocesan Affiliation Tab: you MUST identify your status as an employee (includes vendor/contractor), volunteer, or parent. Then identify which parish, school or other type of location you work with at the Diocese. This is important for the Diocese to track and report on the training for its annual Audit.



Purchase Tab: from the list, identify the courses you wish to purchase, and indicate the number of course licenses you wish to purchase in the boxes next to the course titles. Then click the "Calculate" button. Your total will appear. If correct, click on "Next Step".



Summary/Confirm Tab: review your registration and purchase information. If correct, enter your credit card details, "Accept" the license, and click the "Confirm Signup" button. You will then be on the "My Courses" page to start your training.

I certify that I am the person who signed up