

Instructions for completing Safe Environment Training as mandated by the Diocese of Baton Rouge

To comply with this procedure, the following must be a part of the volunteer file of any adult (18 and over) working with minors at Vacation Bible School:

1. Catholic Diocese of Baton Rouge Application for Volunteers

Submit a completed and signed packet (attached)

2. A copy of the **Diocese of Baton Rouge Code of Ethics Acknowledgement** is included. This paperwork must be read, signed, and dated. (Code of Ethics should be updated annually).

3. Complete the **Child Protection online course** at the website below:

<http://safeandsacred-diobr.org/login/index.php>

- If you have an account, you need to know your login user ID and password. If you cannot remember, you will be prompted to send info to the email linked to your information.
- If you have not done the online training before, you will need to create a user ID before you will be able to view, read or listen to the presentation.

Once you have created the account:

You will need to login to begin

- Click on “First Time Training” (you can watch and listen, or read the information)
- You will take a brief quiz after viewing all the material.
- Upon successful completion of the quiz, a certificate will be displayed that you can print or email to Cindi Schlatre at cindi@alphonsus.org in the Formation Office.

4. Before turning in your packet, please check to make sure you have the following documents:

- Completed Application including references with contact information
- Child Protection Certificate
- Signed Code of Ethics Acknowledgement form

Thank you for taking the time to complete this information and most importantly, thank you for serving with us here at St. Alphonsus.