

Directions for Adults' Safe Environment Training (required every 5 years)

The required online training is found at www.shieldthevulnerable.org.

If individual has never registered on the site:

- 1) Sign on as a new user for our diocese <First Time Signup>, <Catholic Dioceses>, <Owensboro Diocese>, <Adult User>; <CONFIRM>.
- 2) Make up a user ID and password for oneself.
- 3) Complete all registration directions, and click to confirm.
- 4) Once registered, choose the **required course, "Recognize and Report Child Abuse."**
- 5) Course usually takes 1-1 ½ hours to complete and can be completed in one or multiple sittings.
- 6) Diocesan Office of Safe Environment receives notification regarding training.
- 7) Other courses are available for supplemental information but are not required.
- 8) Some ministry sites require a copy of training certificate. Please ask if uncertain.

To return to training site (www.shieldthevulnerable.org) once registered:

- 1) Log in (<Already Signed Up Login>, <Adult Login>), using ID and password created during registration. (If forgotten, please contact the Office of Safe Environment (270-852-8353 or molly.thompson@pastoral.org) for assistance.)
- 2) Return to course and complete. Course creates bookmarks, allowing user to continue easily if interrupted.
- 3) Diocesan Office of Safe Environment receives notification regarding training.
- 4) Other courses are available for supplemental information but are not required.
- 5) Some ministry sites require a copy of training certificate. Please ask if uncertain.

Please contact me (270-852-8353 or molly.thompson@pastoral.org) with questions.

Directions for Adults' Background Check (required every 5 years)

Please have each individual:

- fill out the three sides (Forms J and K),-----
http://www.rcdok.org/documents/safe_environment/FormJK_bgc.pdf
- include signature and the witness signature of another adult on each form,
- include a copy of **driver's license**, (or social security card or birth certificate)
- include a **\$10 check payable to the Kentucky State Treasurer**, if able,
- and **send everything to** Safe Environment Office, Catholic Pastoral Center, 600 Locust St., Owensboro, KY, 42301.

The forms will be sent to the necessary agencies for processing, and both the individual and the ministry location will be notified at completion.