

August, 2015

Dear Parents,

The Child Protection Refresher Course is now available for you online. Please follow the directions on the attached sheet for completion of this class. You can either email your certificate of completion to my email address which is provided or back pack/drop it off at the office. The CANTS form must also be completed and returned to me. After I have received the certificate of completion and the CANTS form, you have completed the Child Protection class for this school year. All parents/grandparents wanting to help with the students in any capacity must have the Child Protection Class. Parents of athletes **MUST take this course. The refresher course is for those who have already taken the Initial Training. Please complete this course by September 3rd .**

If you have never taken a child protection class and want to help in the classroom, drive on field trips if needed, help with classroom parties, etc., you must take the Initial Class on Wednesday, September 23rd. Caroline Trimble will be presenting this class at 6:00 in the Parish Center. She will have the needed paperwork for you to fill out.

Thanks so much for all your help,

Alice 



2015-2016 Adult Education Refresher Course: Recognizing Child Abuse



Instructions:

The 2015-2016 Refresher Course is once again being provided through the **Safe & Sacred™ Environment Training Program**. All volunteers, employees, religious and clergy should complete the annual refresher course by following the instructions below.

Pre-requisite: Diocesan Initial Child Protection Policy Training

- * The program is designed to be respectful of the topic and your time. It should only take about 45-60 minutes to complete.
- * The site is accessible anytime and on almost all computers and Internet connections.
- * If you have any questions or problems there is a button at the **top right corner of almost every screen** where there is a "live" person waiting to answer your questions.
- * You may also contact Technical Support by calling toll-free: 888-804-9643.

To access the website, go to: <https://safeandsacred-diobelle.org>

86. Returning User: Access your profile from last year and proceed to step 2. Did you forget your username and password? No Problem! There are three ways you can get your information:

- * Call Technical Support toll-free at 888-804-9643, or
- * Click on the "Yes, help me with my password" button and enter the email address used when you registered, or y Click on the LIVE HELP button in the upper right corner of the website.

IMPORTANT: Please do not create another profile, as this will create duplicate records for you and may result in inaccurate reporting for your training completion requirement.

Or

1. New to the Safe & Sacred™ Environment Training Program. Create a user profile via the right side of the screen on the training website. **Important:** Be sure to save your user name and password, so you can return to the website for resources or future training programs.

2. Complete the "2015-2016 Renewal Training" course online at your convenience.

Read the instructions, review the course and complete the rest of the steps:

- * *Complete the 10 question quiz.*
- * *Review and Print the Safe Environment Contact Card.*
- * *Certificate (review the Code of Conduct, click the checkbox).*

3. Print and hand in your Certificate of Completion to the Location Coordinator at your location. You may also email your certificate from the site to the email address listed below:

Alice Wirth: smsrocketsprincipal@hotmail.com

4. Provide Feedback (optional)

Everyone who works with young people and/or vulnerable adults shares the responsibility of creating safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator.

Thank you for taking the time to complete this important training.

