



SAFE ENVIRONMENT FOR CHILDREN PROGRAM

At Catholic parishes and schools across the country, employees, volunteers, educators, parents, and children are participating in special training programs.

The training is mandated by the 2002 Charter for the Protection of Children and Young People issued by the United States Catholic Bishops. The Charter reaffirms the Catholic Bishops' deep commitment to creating a safe environment for all God's children.

ABOUT THE TRAINING

In response to the Safe Environment initiative, Shield the Vulnerable created "Recognize, Report & Prevent Child Abuse," an individualized, interactive online course. No special hardware, software, or training necessary. Just a PC or Mac and Internet access. **The course takes 1 – 1.5 hours** and you can pause and return anytime to the same place and finish the course. Just remember your Login-ID & Password.

To begin the online training, you must register. This is important so that you are assigned the correct version of the course and the Certificate can prove you completed the training. The information is held in confidence and only used for the Diocese to comply with the annual audit required by the Charter.

HOW TO TAKE THE ONLINE COURSE

- 1 **Go To:** shieldthevulnerable.org
- 2 **Click "Signup/Login" button on Home page**
- 3 **Click "Sign Up-First Time" button on Menu page**
- 4 **Select your diocese from list of dioceses**
- 5 **Click "next" button & confirm selection if correct**
- 6 **Complete the 4-step Registration:**
 - ▶ **Step 1 - Personal/Login Tab:** fill in the requested information and create your own login. Only one person can be named on the registration. Your email is necessary to receive the Monthly Monitor and your Login if you forget it. If you do not have an email, enter "no@email.com."
 - ▶ **Step 2 - Diocesan Affiliation Tab:**
 - ▶ Select who you are (check ALL that apply): employee, volunteer, or parent.
 - ▶ Select location type: parish, school . . .
 - ▶ Select where located: city . . .
 - ▶ Select name: St. John's parish, school . . .
 - ▶ Select your primary Job/Position/Activity
 - ▶ Click "Submit" button when done
 - ▶ **Step 3 - Occupation Tab:** whatever your diocesan affiliation (employee, volunteer . . .), you **MUST** identify what you do for a living. This is important because it determines which reporter version you take:
 - Mandatory Reporter (required by law to report): select your occupation if listed.
 - Ethical Reporter (permitted, but not required to report): your occupation is NOT listed.After selecting reporter type, click the "Summary" button at the bottom of page.
 - ▶ **Step 4 - Summary Tab:** review your registration and if correct and you "Accept" the license, click "Confirm Registration."
- 7 **Click "Start" button on My Course page. Here's what you'll learn:**
 - What are the different types of abuse & neglect
 - How to recognize the signs of abuse & neglect
 - How to protect a child who is a victim of abuse
 - When & how to make a report under state law
 - What are the Diocesan standards of conduct
- 8 **Acknowledge Diocesan Policies and print your Certificate of Completion**

For Help: Please call your Diocesan Safe Environment office or Shield the Vulnerable at 800-652-9546.

Capital Live Scan
5706 Broadway
Sacramento, CA 95820
(916) 456-5260
capitalivescan.com

Walk-In & On-Site Fingerprinting Services

Hours

Monday - Friday 9:00am - 6:00pm

Saturday - 10:00am - 2:00pm

NO APPOINTMENT NEEDED

Rolling fee \$10.00

plus any DOJ/FBI fees that may apply

Acceptable Forms of Payment Cash or Credit Cards

Applicants must present valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A2733

ORI (Code assigned by DOJ)

Volunteer

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Roman Catholic Bishop of Sacramento

Agency Authorized to Receive Criminal Record Information

08893

Mail Code (five-digit code assigned by DOJ)

2110 Broadway

Street Address or P.O. Box

Patricia Orozco

Contact Name (mandatory for all school submissions)

Sacramento

City

CA

State

95818

ZIP Code

(916) 733-0237

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

Male

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc. Number

(Other Identification Number)

Home Address

Street Address or P.O. Box

City

State

ZIP Code

Your Number: **St. John the Evangelist, Carmichael**

OCA Number (Agency Identifying Number)

Level of Service:

DOJ

FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed