

# SAFE ENVIRONMENT TRAINING

## and BACKGROUND CHECK

### **MUST BE COMPLETED AND RESULTS RECEIVED PRIOR TO EMPLOYMENT OR VOLUNTEERING IN ANY POSITION WORKING WITH CHILDREN**

The Archdiocese of Louisville and Pax Christi Collaborative are committed to ensuring that children and youth who worship, study or participate in church-sponsored activities can do so in the safest, most secure setting possible. In an effort to fulfill this commitment, all employees/volunteers who have contact with children or youth (under 18 years old) for ANY length of time are required to participate in one of the Safe Environment Training Workshops and submit to a criminal background check. Regardless of which collaborative parish you will be working in ALL volunteers should use Our Mother of Sorrows name to facilitate use of only one database for the collaborative.

Safe Environment Training is not parish specific and only needs to be completed once.

If you have worked or volunteered in the Archdiocese of Louisville before and have already taken the training please tell us what parish has a copy of that record or what parish you registered under.

Parish name: \_\_\_\_\_

Return this form with background check info completed below to the Pax Christi office.

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If you have never taken Safe Environment Training follow the instructions below.

A list of workshop times and locations is available on the Archdiocese of Louisville website at [www.archlou.org/policieshandbooks/restoringtrust/safe](http://www.archlou.org/policieshandbooks/restoringtrust/safe). No registration is necessary.

- Participants will receive a copy of the new Sexual Abuse Policies and a resource manual.
- Sign-in sheets will be available at the workshops, be sure to sign in.
- You should arrive at least 15 minutes prior to the workshop start time listed for all locations in order to complete paperwork.
- All registrants must attend, stay for the ENTIRE presentation, and complete course completion paperwork. Failure to do so will result in having to re-complete the course in the correct manner.

*Children under the age of 16 should never attend the SET Program; nor should anyone under the age of 18 be considered an adult or placed in unsupervised environments requiring the adult supervision of minors.*

Return the course completion certificate, along with this form (complete the info below) to the Pax Christi office.

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All employees/volunteers MUST provide us with an email address so that a **BACKGROUND CHECK** can be received before serving in any capacity involving supervisory or disciplinary authority over a minor. The service that we use is *Selection.com*.

Name \_\_\_\_\_

Email Address: \_\_\_\_\_

You will receive an email from no-reply@selection.com with the memo line "Your Background Check requested by the Archdiocese of Louisville needs attention." Please promptly complete the form to order your background check. At the same time, you may request a copy of the report so you will know exactly what we received, and when we receive your report. Your copy of the report will be an email from secure-verifications with the memo line: "secure-verifications @fastraxselect.com has sent you an encrypted message via Fastrax Secure Email System."

Signature \_\_\_\_\_

#### **OFFICE USE ONLY:**

Previous SET master database confirmed \_\_\_\_ or new added to "in process" \_\_\_\_ date: \_\_\_\_\_ initials: \_\_\_\_\_

E-mail submitted to Selection.com: date: \_\_\_\_\_ initials: \_\_\_\_\_

Record returned and reviewed: date: \_\_\_\_\_ initials: \_\_\_\_\_ Further consultation required: YES: \_\_\_\_ NO: \_\_\_\_

Invoice entered in PDS: date: \_\_\_\_\_ initials: \_\_\_\_\_

Move from "in process" to completed database, e-mail Chancery & Ministry Team: date: \_\_\_\_\_ initials: \_\_\_\_\_