

Adult Safe Environment Training

- All adults who are employed by the Diocese of Owensboro and all adults who volunteer in ministries that involve children and youth are required to complete Safe Environment training and receive a background check.
- Effective July 2008, the Safe Environment Training for Adults is conducted online through *Shield the Vulnerable*.
- This training must be repeated every 5 years.
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Instructions for Shield the Vulnerable

1.	Go To: www.shieldthevulnerable.org
2.	Click “Signup/Login” button on Home Page
3.	Click “Sign Up-First Time” button on Menu Page
4.	Select the Diocese of Owensboro from the list of dioceses
5.	Click “next” button and confirm selection if correct
6.	Complete the 4-step Registration:
	Step 1 – Personal/Login Tab: Create your own login user name and password. Fill in the requested information. Only one person can be named on the registration. Your e-mail is necessary to receive the Monthly Monitor and your Login if you forget it. If you do not have an e-mail, Enter no@email.com.
	Step 2 - Diocesan Affiliation Tab <ul style="list-style-type: none">• 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. Fill in diocesan affiliations for all locations where you minister with minors.
	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: <ul style="list-style-type: none">• What are the different types of abuse and neglect• How to recognize the signs of abuse and neglect• How to protect a child who is a victim of abuse• When and 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
9.	Print copy of Background Check forms. This is necessary for first-time participants. Those renewing certification need to check the expiration date on their Safe Environment Card and renew Background Check when due.

Please note: If an individual does not have a computer and/or lacks knowledge on the use of a computer, the parish will provide access to a computer and an assistant to explain the navigation of the program.

Background Check Forms must be filled out and mailed to:
Office of Safe Environment
Catholic Pastoral Center
600 Locust St.
Owensboro, KY 42301