



CORPUS CHRISTI CATHOLIC CHURCH

SAFE ENVIRONMENT ANNUAL VOLUNTEER ONLINE

TRAINING 2020

DIRECTIONS

THANK YOU FOR YOUR CONTINUED MINISTRY
AS AN ACTIVE VOLUNTEER AT CORPUS CHRISTI!
THE SAFETY OF OUR COMMUNITY'S PARISHIONERS
IS A TOP PRIORITY TO US THEREFORE ALL
VOLUNTEERS ARE REQUIRED TO COMPLETE THE
FOLLOWING ANNUAL EDUCATION PROCESS.

-Danielle Eckhoff
Corpus Christ Safe Environment Officer

- Your online training can be completed at home, or by appointment at the parish office by emailing your request to deckhoff@cccctucson.org

COVID PROTOCOL: It is required that all in-person help is conducted while wearing a mask or face shield. Social distancing won't be feasible so please take this into consideration when requesting in-person help.

Online training must be completed by November 30, 2020 in order for clearances to be processed for the 2021 year.

□ 1 - NEW REGISTRATION

- Go to <https://www.safeparishtucson.com/>
- Select "LOGIN" on the top tool bar.
- Since this is your first time using this software you will need to register.
 - Select "NOT REGISTERED?"
- Select "If you have a registration password/passcode you can register now" option.
- Enter "Tucson" as the passcode and select the "NEXT" button to proceed.
- Find our parish (about the 10th in the list) and select it in the left handed column as your primary parish.
 - If you have multiple parishes you volunteer at, select those parishes in the right side column.
- Select "SUBMIT" at the bottom to proceed.
- Complete the fields of your personal information (for households with multiple volunteers each person must create their own profile) and select the "NEXT" button to proceed.
- Choose your Username and Password and select the "NEXT" button to proceed.
- Read/Agree to the User and Privacy Agreement but clicking the box at the button and select "SUBMIT" at the bottom to proceed.

□ 2 - TRAINING

After initial registration, you will automatically be redirected to the training site's dashboard.

- Select the red "MY TRAINING" box and on the lower part of the screen you will see which classes are required for the annual training.
 - The 2020 Diocesan-required annual training video is titled "Safe Parish: Protecting Children From Sexual Abuse" and will auto-pause when you navigate away



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from the screen. **Note:** This training uses terminology associated with sexual abuse, indicators, and body part anatomy. This training program is intended for parish volunteers ages 18 and older.

-After the introduction you will be directed to a clickable list of Chapters. This is an interactive module and you will be asked quiz questions throughout.

-The training is about half an hour and at the conclusion you will receive a certificate of completion. Please print this out, or save it electronically, for your files. The Compliance Officer will be able to see record of your completion on the back end of the training software for confirmation.

□ 3 – COMPLETION/SUBMISSION OF ATTESTATION FORM

-Review the attachments in the email sent to you by the Compliance Officer titled “Code of Conduct” and “Guidelines for the Prevention of and Response to Sexual Misconduct”

-Print your name where indicated in the lower portion of the Volunteer Attestation/Affirmation PDF form.

-Sign and list the ministry(s) where indicated in the lower portion of the Volunteer Attestation/Affirmation PDF form.

-Remit the completed form by the following methods:

Email: deckhoff@diocesetucson.org

Parish Drop Off: Call (520) 751-4235 to make an appointment for drop off

Parish Mail: 300 N. Tanque Verde Loop Road, Tucson, AZ 85748

Note: Your online training will not be considered complete by the Diocese of Tucson without a signed Affirmation/Attestation form submitted to Corpus Christi Parish. The certificate issued after the online training video is not sufficient for the Diocese of Tucson.