

TRAINING SIGN-UP INSTRUCTIONS



Please Note: A criminal background check is also required.
Submit Volunteer Inquiry Release Form to your parish or school.

1 Go To: shieldthevulnerable.org



2 Click >>



3

First-Time Signup

Your Organization

Pick Type >> Catholic Dioceses

Select Location >> Birmingham Diocese

If correct, click >>> Confirm ▶

>> 1. click **Catholic Dioceses** from the dropdown list

>> 2. Select **Birmingham Diocese**

***** Part 1 AND Part 2 of the Shield the Vulnerable course "Protect Children" must be completed to meet the requirements of Youth Protection 1.**

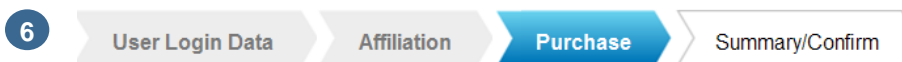


User/Login Data: Fill in the requested information and create your login. Only one person can be named on the registration. It's important to provide a valid email address — if you have one.

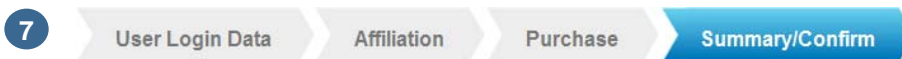
NOTE: please write down your ID and Password to log in again at a later time.



Affiliation: Here, you identify yourself as an employee (includes temp, vendor/contractor), volunteer, or parent. Then identify which parish, school or other type of location with which you're affiliated. Finally, identify your position at the Diocese.



Credit Card Purchase: \$9.50 for one license of the required course, Protect Children Part I: Predators & Abuse and Part II: Report Abuse. There are also optional courses you buy. If you want others to train, you can buy more course licenses, add users, and assign courses to them. If you buy more than one course for yourself or others, the price for each additional course is \$5.00.



Summary: Review your registration information and if correct and you "Accept" the license, click the "Confirm Signup" button. It will take you to the "My Courses" page to start your training.

Please Note: you must complete BOTH parts of "Protect Children" to meet the requirements of Youth Protection 1.

8 **My Courses Page:** Click "Start" button to open the "required" course. You may take optional once you take the required course.

Assigned Courses (1)				Collapse
Adult Courses		Assigned	Done	Certificate
Start	Protect Children: Parts I & II	09-22-12	0%	

9. When course is complete print out your certificate and turn it in at your parish or school office.

The Diocese of Birmingham in Alabama Volunteer Inquiry Release Form

**Complete and return this form to
your parish or school office**

Parish/School/Agency _____

Last Name

First Name

Middle Name

Maiden Name

Suffix (ex. Jr., Sr., IV)

Social Security Number

*Date of Birth (mm/dd/yy)

Gender

Street No.

Street

Type (Rd., Ave.)

Apartment/Lot

Zip

City

State

List states and counties of residence, other than above, for the past seven (7) years:

COUNTY _____ STATE _____; COUNTY _____ STATE _____; COUNTY _____ STATE _____

Please provide the names of three adults (not related to you) who can give a character reference for your role as a volunteer in a Catholic parish or school.

a. Name _____ Phone () _____

b. Name _____ Phone () _____

c. Name _____ Phone () _____

Your Phone

 Home Cell

Your Email

FAIR CREDIT REPORTING ACT DISCLOSURE

In conjunction with my application to volunteer (including contract services) with you, I understand that you intend to hire Selection.com to obtain a "Search America" Report about me as defined in the Fair Credit Reporting Act (FCRA). **This "Report" may include information concerning my character, motor vehicle record, civil litigation history and/or criminal record.**

I understand that you may rely on any or all of the above referenced information in determining whether to allow me to volunteer with a school, church, or agency in the Diocese of Birmingham in Alabama. If you contemplate making an adverse volunteer-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am chosen to volunteer, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my time with you. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

Signature of Applicant _____ Date _____

Print Name _____

Parish/School/Agency _____