



Creating a Safe Environment

Adult Online Training for Child Protection

Please read the following information **BEFORE** you begin the training:

YOU MUST BE CONNECTED TO A PRINTER TO PRINT YOUR CERTIFICATE UPON COMPLETION OF TRAINING. It is not possible to return to the certificate unless you REPEAT THE TRAINING. If you do not have a printer, see instruction below.

- ✓ This is the only training that will fulfill the requirement for safe environment training for adults working with children and youth in the Diocese of Erie.
- ✓ Please have a hard copy of the diocesan *Policy for the Protection of Children* available for reference as you move through the training.
www.eriescd.org/images/sections/childprotection/pdf/CURRENTPolicy.pdf
- ✓ There is a quiz at the conclusion of the training. A score of 80% must be achieved to print your certificate. If you fail to pass the quiz, you must repeat the training. Once the quiz is completed and passed, there will be boxes for the participants to enter their name and parish/school/agency. A certificate must then be printed. If you do not have a printer, take a screenshot or snip the certificate and email the screenshot to the Child Protection office. The screenshot must include the website location, date and time stamp (do not crop).
- ✓ Please print **TWO** copies of your certificate. Give one to your principal/religious ed. leader/supervisor for your personnel file and keep one for your own files. Priests, Deacons and Saint Mark Catholic Center employees must send a copy of their certificate to the Office for the Protection of Children and Youth for inclusion in their personnel files.
- ✓ If questions arise from the information presented during the training, you may:
 1. refer to the diocesan Office for the Protection of Children and Youth website at www.eriescd.org/childprotection
 2. contact your religious education leader, principal, pastor or supervisor
 3. contact Mrs. Cindy Zemcik, Coordinator for the diocesan Office for the Protection of Children and Youth at 814-824-1195 or czemcik@eriescd.org