

SJN Parish / Ss Colman-John Neumann School

2 Training Sessions

Step-By-Step Instructions for Volunteers & Paid Personnel

- ✓ There is no cost for the training sessions. Once completed, they do not need to be renewed or repeated in the future.
- ✓ SJN Parish and SCJN School highly value these training sessions for all volunteers. They are required for most paid personnel.
- ✓ The training sessions are independent of each other and can be completed in any order.
- ✓ **Provide all training documents to the SJN Safe Environment Coordinator (SEC).**
 - Save as a PDF and email to the SEC, or
 - print a paper copy and send a digital copy to the SEC or drop it off at the rectory, or
 - give a paper copy to Melissa McCormick at SCJN school who will get it to the SEC.



Part I: Protecting God's Children [Sessions fill quickly. Register early.]

Instructor-led training available in-person or via Zoom.

Includes video of how perpetrators gain a child's trust.

Registration is required. You can cancel and reschedule as needed.

Find a date and time & if you want a Zoom or in-person session.

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

Then, **click 'Start Registration'** (at the top or bottom)

Create a Virtus account and keep your login and password for future use.

Zoom Sessions:

- Certificate of Training Attendance will be available for you to print at the end of the session. Provide to the SEC.
- Standards of Ministerial Behaviors / Technology Addendum Acknowledgement Form will be sent to the Parish. It will be emailed to you for signature. Return to the SEC.

In-person Sessions:

- Certificate of Training Attendance will be mailed by the archdiocese to SJN Parish.
- Standards of Ministerial Behaviors / Technology Addendum Acknowledgement Form will be available at the end of the session. Obtain and sign. Provide the white Parish copy to the SJN SEC.

Safe Environment Coordinator (SEC)

safe-environment@sjnparish.org

610-525-3100

Part II: Mandated Reporting of Suspected Child Abuse

A self-paced 3-module online training that can be completed any day at any time.

It can be paused and resumed as often as needed until the 3 modules are completed.

Allow up to 30 minutes for each module.

At the end you will receive the certificate.

Get started at <https://learning.childyouthprotection.org>

1. Click "Register Now" to create an account.
2. Enter the required information.
3. For Additional Information enter the following:
 - a. Role: choose 'Volunteers' or 'Educators' or 'Staff' as appropriate
 - b. County: choose 'Delaware'
 - c. Category of Service: choose 'Parishes' or 'Education' (and then 'Elementary School') as appropriate
 - d. Parish/School: choose 'St. John Neumann' or 'SS Colman-John Neumann' as appropriate
 - e. Location of Service: choose 'St. John Neumann Parish' or 'SS Colman-John Neumann School' as appropriate
4. Click 'Register'
5. On the My Training Profile screen, scroll down to the Online Trainings section.
6. Click 'Online Trainings' (a hyperlink)
7. For Safe Environment Part II: Mandated Reporting of Suspected Child Abuse (choose English or Spanish version) click 'View Training'
8. Click 'Start'
9. Click 'Start Module' for the first module
10. If needed, log off at any time during the training and resume the training later.
 - a. The system will remember where you left off.
 - b. To log back on, click the link above and enter your account information in 'Welcome Back!'
 - c. On the My Training Profile screen, scroll down and click 'Resume Course'
11. At the end, print the Certificate of Completion.
12. Provide a copy to the SJN SEC.