

Youth Protection Training Program

To: New Parents, Family Members, Employees or Volunteers who would like to volunteer at St. Peter School, Parish or with the CCD Program which involves working with St. Peter School or Parish youth.

Re: The Altoona Johnstown "Youth Protection" Program

The Altoona Johnstown Diocese has a mandatory Youth Protection Program that is required of all employees or volunteers who will work with children in any of the diocesan schools or parishes. All training must be completed and clearances up to date BEFORE employees or volunteers may work with children. The program is a one-time, online 45 minute training course that can be completed at home or any other computer. It includes a training course followed by a short quiz which users must attain an 80% or better to pass. Along with a certificate of completion to print out, there are four forms that are to be printed out, completed and turned in, with the certificate, to Mrs. Jill Harris at St. Peter School. If you are a new school, CCD or parish volunteer or a new school or CCD parent who would like to help with your child's class and you have NOT completed a previous "Protecting God's Children" training, you will need to complete this course before you can volunteer. Follow the directions below to complete the new training. Thank you!

YOUTH PROTECTION REGISTRATION AND COMPLETION INSTRUCTIONS

- Go to www.dioceseaj.org
- Click on "Youth Protection" link at the bottom of the left-hand side of the homepage
- Click on "Register" at the top of the right corner of the next page
- Follow the instructions given on to register and create a unique User ID
- When registering, be sure to register for ALL of the organizations/places you volunteer, work for or help with (in case you attend one parish but your children attend another parish's school.) There will be instructions as to how to add additional categories.
- On the next page, users will need to print out the following required forms and complete as indicated :

Employee/Volunteer Application	(completed by volunteer/employee)
Employee Code of Conduct	(completed by volunteer / employee)
Ministry Reference Form	(completed by a non-family member)
Background Check Release Form	(completed by volunteer / employee)

- **ALL of the above forms are to be turned into Mrs. Jill Harris at either St. Peter School or the St. Peter Parish Rectory. We will keep a parish checklist of submitted forms and forward all paperwork to the Diocese from St. Peter's.** An employee/volunteer cannot be approved until all the above forms are completed, turned in and background checks are completed.
- Users are then directed and required to read the attachment, "Grooming Behavior of Potential Abusers."
- After forms are printed out and the attachment is read, scroll to the bottom of the page and click on "Launch Course" button.
- After the course is completed you will need to complete a quiz. Users must attain an 80% or better to be approved. Don't panic if you do not pass the quiz on the first attempt, because you can go back and try again as many times as needed until you achieve 80%. Just be sure to keep your login information in case you need to log in again if you need to retake the quiz.
- After you pass the quiz with a score of 80% or higher, you will be asked to print out a certificate showing your completion and passing of the training and quiz. Please print out 2 copies or copy the original so that you can have one for your records and one can be turned in with all the completed paperwork listed above. ***ALL PAPERWORK IS TO BE TURNED IN TO MRS. HARRIS AT ST. PETER SCHOOL AND WE WILL MAIL TO THE DIOCESE.*** We will keep a copy of the certificate on file at St. Peter's before forwarding it to the Diocese.

If you have any questions, please call the school at 814-445-6662. Thank you!