

SAFE ENVIRONMENT:

August 14, 2009

RENEWING/CONTINUING

If you are already Safe Environment trained and need to renew your certificate, you may do so online at www.htdiocese.org. If you are new to the online training process, create a user account. If you have trained online before, just log in. You should do the "Professional Boundaries and Behaviors." Once you have completed the renewal process, please print your certificate and send a copy of it to Shirley Cunningham at Vandebilt so that it may be placed in your file; keep the original for your files.

INITIAL TRAINING/NEW TO SAFE ENVIRONMENT TRAINING

If this is your first time to train for Safe Environment certification, you must pick up a packet from Vandebilt. Once the packet has been completely filled out, you are to return it to Vandebilt. The three references required must be returned in sealed envelopes. Once your criminal background has been cleared through the diocese, you will then be given the password to complete your training online. Once online training is completed, you will then be able to print your certificate. Turn in a copy to place in your file to Shirley Cunningham at Vandebilt; keep the original for your files.

If you have any questions, please contact Shirley at Vandebilt by calling 876-2551 or e-mailing her at vandebilthi@htdiocese.org.