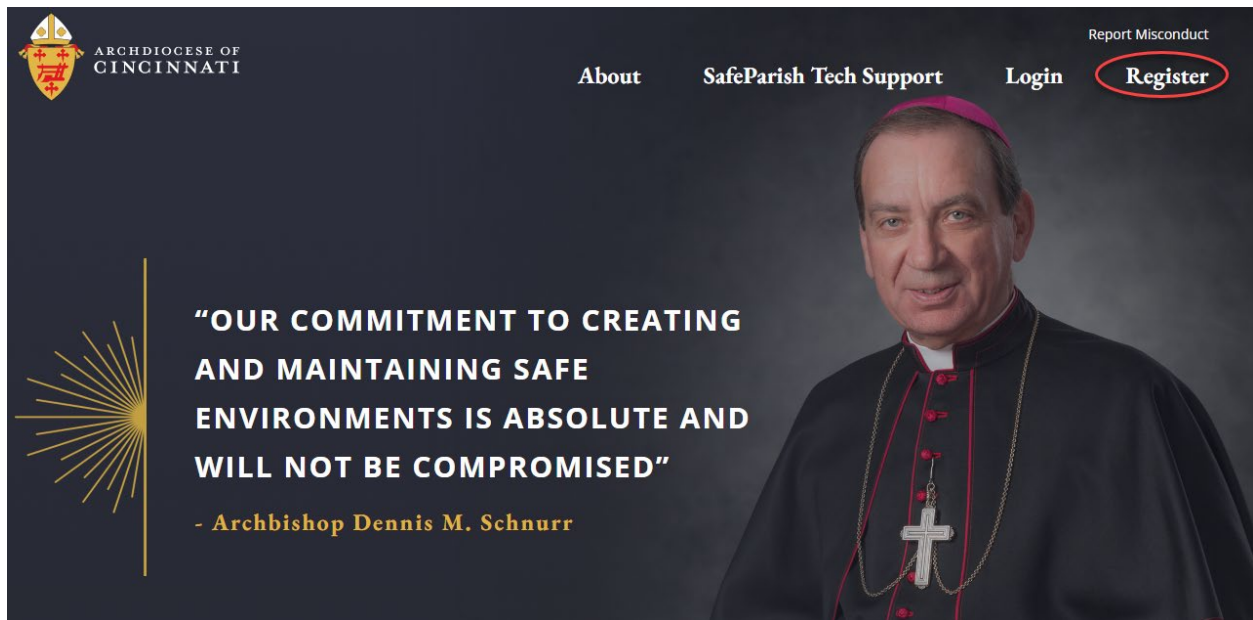
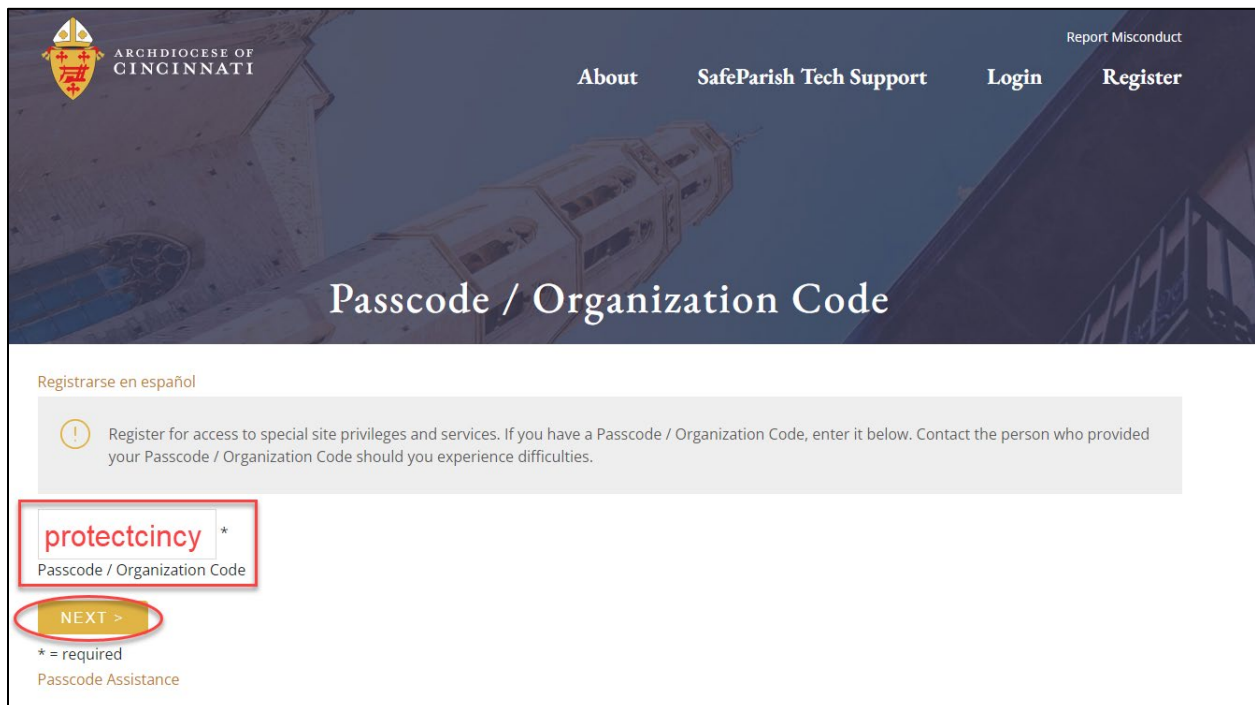


# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK

Visit: <https://www.aocsafeenvironment.org/>



Click **Register**



Enter password: **protectcincy**

Click **Next**

# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK

Parish/Location and Roles

You may enter multiple locations and roles. Please note that if you are an employee and/or a volunteer at more than one location, you must select a "primary" location. Your primary location is where you are employed or, if you are a volunteer, where most of your ministry or service is performed.

**Parish/Location and Roles**

Parish/Location:  
ST. MICHAEL THE ARCHANGEL -- RIPLEY

Roles:

- A9 Information Only/College Student
- Candidate for Ordination
- Deacon
- Educator
- Employee (Diocesan/Eparchial)
- Employee (Parish/Parochial)
- Outside Contractor
- Priest
- Volunteer School Volunteer

Please choose a specific Position

ADD PARISH/LOCATION

NEXT >

Select Parish/Location: **St. Michael The Archangel – Ripley** from the dropdown menu

Check **Volunteer**

Select **School Volunteer** from the dropdown menu

Click **Next**

Registration - About You

Please complete all required fields. All questions should be directed to the person or department who directed you to the site.

\* = Required

**Your Name**

Salutation:

First Name\*:

Middle Initial:

Last Name\*:

What is your primary language:

English

Suffix:

Last 4 of SSN\*:

**Contact Information**

Address\*:

City\*:

State\*:

OH

Zip Code\*:

Email\*:

Your email address helps prevent duplicate enrollment and eliminate issues of mistaken identity.

Primary Phone\*:

NEXT >

Enter **personal information**

Click **Next**

# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK



Please read the following agreement carefully. If you agree, click the checkbox below and then click "Submit" to continue.

PLEASE READ THESE TERMS CAREFULLY BEFORE USING THIS WEB SITE ("Site"). By using this Site you signify your agreement to the Terms. If you do not agree with the Terms please do not use this Site.

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#### NO ATTORNEY-CLIENT RELATIONSHIP CREATED

I agree to the terms and conditions of the Terms of Use for this Site.

SUBMIT

HOME

\* = required

Please be patient after submitting your agreement. We're setting up your account, which can take a couple of minutes. Please don't reload the page and resubmit the form. If you experience problems please [contact](#) our customer support team.

Check the box to agree to the terms and conditions

Click **Submit**

## Background Check

MY WORKPLACE ▾

TRAINING ▾

MY LIBRARY ▾

CONTROL PANEL ▾

MY ACCOUNT

The following link will take you to the Selection.com Fastrax site where you will be asked to provide additional personal information that will be used to conduct your background check. The link will open in a new tab/window. When you have finished providing your information to Selection.com, please return to this tab to complete your registration.

Provide background check data

NEXT >

Click **Next**

## Archdiocese of Cincinnati Child Protection Decree

MY WORKPLACE ▾

TRAINING ▾

MY LIBRARY ▾

CONTROL PANEL ▾

MY ACCOUNT



2023 Revisions to the Decree On Child Protection



Archdiocese of Cincinnati Child Protection Decree (2023)

I HAVE DOWNLOADED AND READ THE AOC DECREE ON CHILD PROTECTION (JULY 2023) AND AGREE TO ABIDE BY ITS REQUIREMENTS

Select the **two English Decrees – Download & Read**

Click the **navy button** after you have downloaded and read the AOC Decree on Child Protection

# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK

Title	Due Date	Past Due (Days)
SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition	10/26/2023	
• SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition		

Click **SafeParish...** to begin training

**Quick Instructions**

Do you remember how SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition training works?

If "Yes", proceed to the training.

If "No", proceed to the full instructions.

Click the **arrow** to begin or the **I** for instructions on completing the training

**Instructions**

Your training module is divided into lessons. To begin your training, select the first lesson on the list. After you have completed the first lesson, you will be taken back to the list to complete the remaining lessons. You must finish all of the lessons in order to conclude the training module.

Each lesson begins with a statement. Select the correct response to the statement. If you do not know the correct response, select "Do Not Know", "Not Sure" or the equivalent. There is no penalty for not knowing the correct response.

After you have submitted your response, the lesson will begin. The lesson will provide the correct response to the previous statement within the material covered.

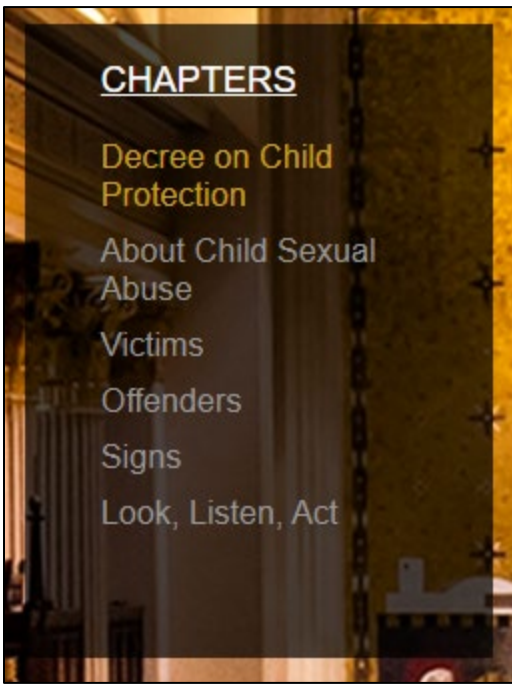
If during the training, you need to leave the lesson, you may do so. The training will automatically pause until you select the "Continue" link when you return to the program. If you have questions about the subject matter of the lesson, select the "Trainer" link and submit your question. If you are having technical difficulties, select the "Contact Us" link.

Once you have completed every lesson, you will be taken to the Post-Questionnaire. The Post-Questionnaire lists your previous responses to the statements, including if you selected "Do Not Know" or the equivalent. To complete the training, you must change any incorrect responses you may have. When you believe your responses are correct, click "Proceed." If any response is incorrect, you will be taken back to the Post- Questionnaire, and the system will tell you how many of your responses are incorrect, but will not indicate which responses are incorrect.

Want to know the correct response? Click the "Why?" link to read the correct response. When all of your responses are correct, the program will give you credit for successfully completing the module. Print your Certificate of Completion for your records.

**Instructions** – This is the screen you will see if you click the I – no action required on this screen, use arrows to exit

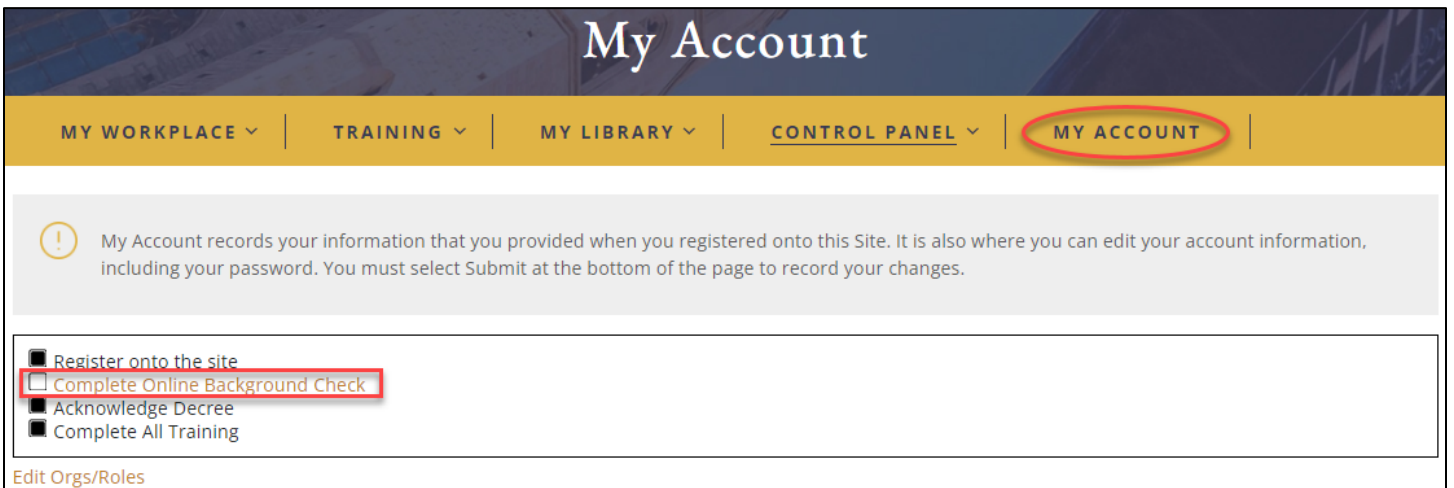
# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK



These are the training modules required – this training will take approximately 1 hour

Click on **Decree on Child Protection** to begin – Modules will highlight in yellow as you are able to begin each one

Proceed through the training and assessment



Click **Complete Online Background Check**

This step can be completed before completing the SafeParish training by going to **My Account** on the AOC website and clicking the link to Complete Online Background Check. If you choose this option be sure to complete the required training before 30 days.

This link will take you to the **selection.com Fastrax website** where you will enter your personal information again and pay the **\$25 background check fee**.

# INSTRUCTIONS FOR SAFEPARISH TRAINING & BACKGROUND CHECK

Live Chat Online | About | Contact

**FASTRAX**

☑ Disclosure Release | ✍ Sign Authorization | 👤 Enter Applicant Info | ✉ Review | ⚙ Complete

**ARCHDIOCESE OF CINCINNATI CONTACTS**

[En Español](#)

In conjunction with my intention to act as a volunteer and/or be employed by the Archdiocese or its affiliated entities, including the schools and parishes (hereinafter referred to as "You or Your"), I understand that You intend to use Selection.com to obtain Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" do NOT include my Credit Report but may include information concerning my 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 extend an offer of acceptance or employment to me. If You contemplate making an adverse 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 understand that this information will be kept on file as long as I volunteer and/or be employed with the Archdiocese. I authorize You to disclose information obtained from my Reports with your authorized representatives. Furthermore, I authorize the Archdiocese to run periodic criminal background checks to ensure that I am fit to volunteer and/or be employed with and in the Archdiocese.

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 accepted or employed, 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 employment or appointment with You. A photocopy or facsimile of this authorization shall be as valid as the original.

I Agree

Check the **Archdiocese of Cincinnati Contacts** box

Select **I Agree**

Continue through the next few screens to **Sign Authorization, Enter Applicant Info, Review and Complete**

**FASTRAX**

☑ Disclosure Release | ✍ Sign Authorization | 👤 Enter Applicant Info | ✉ Review | ⚙ Complete

YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.

Thank You!

Your information has been received.

This screen will appear once you have paid and completed applying for your SafeParish background check