

1. Click on the link below which takes you to the website for the Diocese of Owensboro Safe Environment page: <https://owensborodiocese.org/safe/>
2. See the four steps under “Needed for Compliance.”
3. You will need to complete the Adult Background Check (Step 1 – Forms J & K) and bring the completed paperwork to our office along with your driver’s license.
4. Ensure you have completed Step 2, which is the Required Online Safe Environment Training. Additional instructions may be found on page 2 of this document.
5. You will need to sign a copy of the documents in Step 3 and Step 4: Code of Conduct and Acknowledgement of Receipt of Revised Sexual Abuse Policy and Procedures.
6. Return all completed paperwork to the school office.
7. It is not necessary to include any fees. The diocese covers the fees for volunteers.

If you need assistance, contact Janice Darnell 270-442-1681 ext 224  
[jdarnell@smss.org](mailto:jdarnell@smss.org)

## **Instructions for Completing Online Safe Environment Training Diocese of Owensboro – St. Mary School System**

1. Go to <http://www.shieldthevulnerable.org>
2. Click on First Time Signup
3. Under “Select Your Organization,” choose “Catholic Dioceses” from the dropdown menu
4. Select “Owensboro Diocese (KY)”
5. Click “Confirm” button
6. Fill out all the information on the “User Login” page and click “Next Step” at the bottom. (You should write down your user name and password somewhere in case you forget it.)
7. On the next page, you’ll need to choose a user type, location type, where located, location name, and primary position. If you aren’t sure, just put what you think is correct. We can change it later.
8. On the next screen, you have to confirm your choices and accept the license.
9. You will then be led to your course: 706: Protect Children (KY-Owensboro). This is the only course that is required.
10. Read all the instructions and answer the questions as you go (takes approximately one hour).
11. When you have completed the course, print a copy of your certificate and bring it to the school office. (If you don’t have access to a printer, we can print it for you.)
12. This training is good for five years.

You may exit the course and return later to finish as long as you remember your user name and password.