



Dear St. Thomas Families,

At St. Thomas School we welcome and invite volunteers. It is our job to make sure that all children are safe. The Altoona Johnstown Diocese offer a program to promote the awareness of and continue educating about child abuse.

Why did we change the program?

Access to mandatory training has been limited by the dates, times and locations for the training courses. This presented challenges and sometimes deterred those who need training and clearance to work with youth. The new program is always available online. By making it more accessible, it should help everyone to meet this requirement. Other benefits for this new training program are listed below.

Who must take the online Youth Protection Program?

All new employees and volunteers including classroom parents, coaches, chaperones for field trips, etc.

Does this new online training course take the place of the Virtus (Protecting God's Children) Program? Yes, if you have already attending Virtus training you do not need to complete this program as well.

How do I access this new online training course? A link is provided on the homepage of the Diocesan Website - www.dioceseaj.org. Look for the Youth Protection tab on left side of the homepage. Either click on "Sign In" or "Register" if this is your first time visiting the Youth Protection Program webpage.

How do I log onto the training course?

Detailed instructions are provided online on how to access the training course. First time users will create a unique user ID. It is that unique user ID that will allow participants to access the training course as needed, and that same unique user ID will be used to track the status of all persons who have completed the course.

First time users must then register all entities (organizational category, location and function/role) for which they are employed or volunteer with youth. Employment or the primary volunteer position should be registered first. For example, a user may teach at a school and also volunteer at a parish or Catholic Charities program.

How do I pass the program? You need to complete the training module online and pass the assessment with an 80% or greater. Don't panic if you do not pass the quiz on the first attempt, don't worry, you can try again. It is suggested that you go back, review the questions that you did not answer correctly, then navigate through the content areas that address the questions that were not answered correctly and then re-take the quiz.

What forms must I return to the St. Thomas School Office to complete this training?

- * **Completed Volunteers Application Form**
- * **Signed Copy of Volunteer's Code of Conduct & Email indicating course completion**
- * **Completed Ministry Reference Form**
- * **Completed Background Check Release Form along with a \$12.00 check written out to St. Thomas School.**

For your convenience we have included the 4 forms. Once all 4 forms and money are turned into the office we will forward to the Diocesan Office. They will inform us when you are cleared.

Do I need to take this same training course next year? No, once you have completed the online training program, you have satisfied the requirements for the Diocese of Altoona-Johnstown.

