



# Online Youth Protection 1 Training option for St. John's Volunteers

The Diocese of Birmingham requires adults who work with the youth of our parish and school to complete a training course and to submit an AS-1 form to complete a background check. To meet these requirements, we offer several on site training sessions in the parish and school periodically throughout the year.

In addition to this, we are now pleased to offer an on-line training option. This on-line option will cost \$9.50 to complete and it will fulfill your training requirements for a 3-year period. The training is provided through Shield the Vulnerable, an established and respected provider of child protection training to the Church.

To meet our diocesan standards an individual will need to complete both parts of "Protect Children." The charge for the two sessions together is \$9.50. A completion certificate can be printed following the online sessions. Please send a copy of the certificate along with a completed AS-1 form to the parish or school office. This training is good for three years.

## To use the online option for Youth Protection I Training, please follow these steps:

1. Go to [shieldthevulnerable.org](http://shieldthevulnerable.org)
2. Click "First-Time Signup.
3. Click "Catholic Dioceses" from the dropdown list.  
Select "Birmingham Diocese (AL)".
4. **User/Login Data:** Fill in the requested information and create your login. Only one person can be named on the registration. It's important to provide a valid email address.
5. **Affiliation:** Here, you identify yourself as an employee, volunteer, or parent. First, identify which parish, school or other type of location with which you're affiliated. Finally, identify your position at the Diocese.
6. **Credit Card Purchase:** \$9.50 for one license of the required course, Protect Children Part I: Predators & Abuse and Part II: Report Abuse.
7. **Summary:** Review your registration information and if correct and you "Accept" the license, click the "Confirm Signup" button. It will take you to the "My Courses" page to start your training.
8. **My Courses Page:** Click "Start" button to open the required course.
9. **Print and Turn in a Completion Certificate** at the end of the course to the parish or school office.
10. **Print and Turn in a completed AS-1 form** to the parish or school office. Forms are available on the school website: [www.stjohnb.com/forms/Volunteer\\_Application\\_for\\_Service.pdf](http://www.stjohnb.com/forms/Volunteer_Application_for_Service.pdf) or from the parish website: <http://www.stjohnbchurch.org/images/AS-1%20Form.pdf>

