




VOLUNTEER REQUIRED TRAINING Information Sheet

In accordance with the Archdiocese of Portland, every parent/guardian or potential volunteer at the school must have a background check **no matter if you are working with children or not**. Background checks are renewed every **THREE** years. Forms can be obtained through the front office. Once your background is processed you will receive a card from the Archdiocese of Portland that allows you to volunteer at any parish, school, or other entity within the Archdiocese. The issue and expiration date are also listed on the card for your reference.

The following are the requirements to volunteer with children in accordance with the Archdiocese:

1. **Complete the “Standards of Conduct; for Ministry with Children & Youth” module.**
 - a. Once your background is complete – you are entered into the “Armatus” system by the Archdiocese. You need to login, read and agree to comply with the Archdiocesan *Standards of Conduct*. The link to the Armatus login page is on the school’s website under ***Called to Protect***.
 - b. **Your login** is your (legal) first initial and last name (i.e. John Smith – jsmith). Your password is your birth date – MMDDor (“or” stands for Oregon). For example, if your birthday is March 2, your password is **0302or**.

 <p><u>Standards of Conduct for Ministry with Children and Youth</u></p> <p>ENGLISH ESPAÑOL</p> <p>Status: Date:</p>	<p>You must know your organization code of conduct relevant to the prevention of abuse. To complete the module, you must indicate on-line that you have read, understood, and agree to comply with the code of conduct.</p>
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2. **Attend Called to Protect Training.**
 - a. Training is offered at St. Paul in the fall and various times throughout the year at other locations. There is an Archdiocese training schedule link on the school’s website under ***Called to Protect***.

- b. During the training you will watch **TWO** videos – *Called to Protect for Parents and Families* and *Called to Protect for Ministries*. Training last about 1½ hours.
- c. The “base” *Called to Protect* training is on a **THREE**-year cycle. Which means, you will need to attend training and watch the videos every **THREE** years in accordance with the Archdiocese.

3. **Complete Online Training Courses between THREE-Year Cycle.**

- a. There are **THREE** online refresher courses through Armatus that are required to be completed between your **THREE** year Called to Protect “base” training cycle. Each course takes about 15-20 minutes to complete.
- b. The courses can be accessed through Armatus using the same login mentioned above. You will notice when you first login, the courses (in the left margin below Archbishop Vlazny’s picture and letter) will indicate “pending”. Once you complete a course, it will then reflect the date of completion.
- c. The **THREE** online required courses are –
 - a. **“Meet Sam”** – to be completed within the first year after “base” Called to Protect training.
 - b. **“Keeping your School Safe”** – to be completed within the second year after “base” Called to Protect training.
 - c. **“It Happened to Me”** – to be completed within the third year and prior to renewing “base” Called to Protect training.



There are **TWO** other courses online – **“Keeping your Church Safe”** and **“Preventing Sexual Activity Between Young Children”**. At this time these are not required courses, but you can complete them if you choose.