

# Safe Environment Certification Instructions

*There are no additional fees for this certification.*



Begin by entering the following link into your web browser:

**[www.orlandodiocese.org/safe-environment/english/](http://www.orlandodiocese.org/safe-environment/english/)**

Please read all the instructions carefully below before following them online.

## Step 1: Safe Environment Video and Quiz

1. Watch the Safe Environment Certification video. The video is about 25 min long.
2. When the video is complete, read the Diocesan Standards of Conduct and agree to terms. Proceed to quiz.
3. Enter the Entity Code provided by your parish/school office: **87**
4. Choose your role/applicant type: **volunteer**
5. Click "next" to take the 20 question quiz.
6. Passing scores are **80%** and above. If you fail the quiz, you will be directed back to the first step. If you pass, you may immediately **download your certificate**. Please save/print this certificate for your records at home. Results will also be emailed to your diocesan entity and to the office of Human Resources.



All teens are **REQUIRED** to do all the instructions above this line to volunteer with any ministries at the parish.



All teens volunteering for ministries involving youth 14 years old or younger (Faith Formation/Religious Education, Vacation Bible School, or any seasonal parish events) in the future are **REQUIRED** to do all the instructions above and below this line.



## Step 2: Fingerprinting

Once the Safe Environment Certification quiz is complete, a **Fieldprint code** will appear specific to your entity and you will be prompted to schedule fingerprinting, which includes a background check. Please copy or write down this Fieldprint code as you will need to enter it in the next step. You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.

1. Visit **[www.fieldprintflorida.com](http://www.fieldprintflorida.com)** to register for your fingerprinting appointment. You will need an email address for this part of the process.
2. Please enter the Fieldprint Code on the **"Reason for Fingerprinting"** screen when prompted. Then complete Fieldprint registration and schedule your appointment.

**Field Print Code: FpStJohnEvanChVol**

3. Most volunteers who live in the Viera/Melbourne area have been using the Mail Stop & More at the following address: **6300 N Wickham Rd #130, Melbourne, FL 32940** (Hours Mon-Fri 9AM-6PM, Sat 10AM-3PM, Sun CLOSED).
4. Once you have finished your fingerprinting appointment, the Diocese will conduct a background check for their records. The background check results will take approximately 3-4 weeks to be sent to the Orlando Diocese and to our parish office. Once the parish office obtains a cleared background check, the volunteer is cleared to work with youth 14 years old or younger. This certification and background check will expire after 5 years.

**These instructions (Step 1 & 2) apply to any parents/adults who wish to join the students in volunteering at the parish! Thank you in advance for your involvement!**