It is the Diocese of Duluth policy that all clergy, employees and volunteers who work with children:

- Read and agree to the Sexual Misconduct Policy and Code of Pastoral Conduct and Behavioral Expectations
- Complete Youth Protection Training
- Complete Job Specific Safety Training
- Undergo a background check

Each of the above elements must be completed before an employee begins work or a volunteer begins assistance and every five years thereafter. All information obtained by the diocese will be kept confidential and maintained in secure files accessible only to those with a “need to know.”

**To Begin Your Training**

1. Go to the Diocese of Duluth website: dioceseduluth.org
2. Click on the “Safe Environment” department in the “Department” dropdown list at the top of the page
3. Click on the graphic to begin your training.

If you have any questions, please contact your Safe Environment Coordinator, ________________, or Ernie Stauffenecker, Dir. Office of Safe Environment, Diocese of Duluth at 724-9111, Ext. 8360. When you have completed your training, please sign this document and return it to your supervisor.

Employee Signature

Date