



# 2017-2018 Adult Education Refresher Course: Bullying Approaches and Policies



## Instructions:

The 2017-2018 Refresher Course is once again being provided through the **Safe & Sacred™ Environment Training Program**. All volunteers, employees, religious and clergy should complete the annual refresher course by following the instructions below.

**Pre-requisite:** Diocesan Initial Child Protection Policy Training

- ✓ The program is designed to be respectful of the topic and your time. It should only take about 60 minutes to complete (15 additional, if you watch the optional videos).
- ✓ The site is accessible anytime and on almost all computers, mobile devices and Internet connections.
- ✓ If you have any tech support questions or need assistance there is a button at the **top right corner of almost every screen** where you can get assistance from a technical support representative.
- ✓ You may also contact Technical Support by calling toll-free: 888-804-9643.



To access the website, go to: <https://safeandsacred-diobelle.org>

1. **Returning User:** Access your profile from last year and proceed to step 2. Did you forget your username and password? No Problem! There are three ways you can get your information:
  - ✓ Call Technical Support toll-free at 888-804-9643, or
  - ✓ Click on the "Yes, help me with my password" button and enter the email address used when you registered, or
  - ✓ Click on the LIVE HELP button in the upper right corner of the website.



**IMPORTANT:** Please do not create another profile, as this will create duplicate records for you and may result in inaccurate reporting for your training completion requirement.

Or

1. **New to the Safe & Sacred™ Environment Training Program.** Create a user profile via the right side of the screen on the training website. **Important:** Be sure to save your user name and password, so you can return to the website for resources or future training programs. Use your **LEGAL NAME** in your profile.
2. **Complete the "2017-2018 Renewal Training" course online at your convenience.**

Read the instructions, review the course and complete the rest of the steps:

  - ✓ Complete the 10 question quiz.
  - ✓ Review and Print the Safe Environment Contact Card.
  - ✓ Certificate (review the Code of Conduct, click the checkbox).
3. **Your certificate will be automatically emailed to the Location Coordinator at your location. You may also print your certificate and/or save it to your computer.**

Everyone who works with young people and/or vulnerable adults shares the responsibility of creating safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator.

Thank you for taking the time to complete this important training.

