



St. John Vianney Catholic School

A Nationally Recognized Blue Ribbon School

Volunteer and Employee Clearance Information

UPDATED 01/04/2016

Per the Diocese of Orlando policy, all church/school personnel and volunteers working with children (and vulnerable populations) must complete two levels of clearance. The two levels (steps) consist of Safe Environment Training (SET) via an online video and quiz, and a federal background check/fingerprint clearance. **BOTH STEPS MUST BE COMPLETED IN ORDER TO GAIN VOLUNTEER OR EMPLOYEE CLEARANCE WITH THE DIOCESE OF ORLANDO.**

The process to complete the registration for requesting clearance approval has changed. Please follow the Step 1 instructions below to complete the Safe Environment Training (SET) and then use Step 2 instructions to guide you through the fingerprint part of the process.

STEP 1

The first step is to complete the Safe Environment Training (SET) which involves watching the online video and passing the online quiz. To begin go onto the Internet and type in www.orlandodiocese.org. Click on the Safe Environment option on the far right end of the menu bar, and select *English* or *Spanish*. This will take you to the screen 'Safe Environment & Fingerprinting Program'. You will need to enter your name and email address in order to register. If you don't have an email address, obtain one from a free email service such as **Gmail** or **Yahoo**. *You cannot share an email address with another person who has registered for the training.* While on this screen, click on the red box to register and begin the online training.

1. Safe Environment Training

- Safe Environment Training must be completed every 5 years. This includes watching a training video, taking a quiz, and being fingerprinted.
- To start the training you must register (see the red button on this page). A unique email address is required to register. If you don't have an email address, obtain one from a free service such as **Gmail** or **Yahoo**.
- Quiz results are sent directly to staff from the Diocese of Orlando Human Resources Office, and they notify your affiliated parish, school or organization of the results.

[Click Here to Register and Begin Safe Environment Training](#)

Create your own username and password, **being sure to write it down** since you may need this if you ever need to "log in" another time to access the training after registering. **Be sure to enter ST. JOHN VIANNEY SCHOOL** in 'Parish, School or Diocesan Entity' box. After registering, watch the 20-minute video "Protecting Our Youth" and then complete the on-line quiz, which consists of several questions. Pass/fail results are sent directly to the Diocese of Orlando Human Resources Office, which records the data. You will be able to print or save your SET certificate. Please keep a copy of this certificate for your records. It may be needed to complete the clearance process.

STEP 2

The second step to obtain clearance is to register for fingerprinting so a background check can be initiated. To begin go onto the Internet and type in www.orlandodiocese.org. Click on the Safe Environment option on the far right end of the menu bar, and select *English* or *Spanish*. This will take you to the following screen 'Safe Environment & Fingerprinting Program'.

Go to #2 – Fingerprint Registration (should look like the partial screen shot shown below).

2. Fingerprint Registration

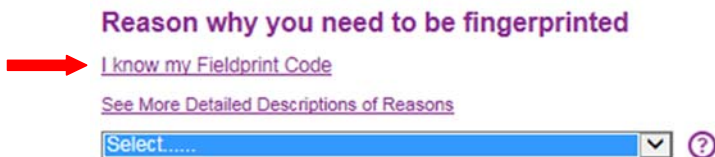
Attention All Applicants - Please open [this document](#) to obtain your Fieldprint Code, which is required for registration purposes. Follow this link to register for fingerprinting: www.Fieldprintflorida.com.

You will not need to open the document mentioned on the Diocesan website, as you will use one of the **Fieldprint Codes shown below** for St. John Vianney School. EMPLOYEES PLEASE NOTE: if you do not use the correct code, you will need to redo (and repay) under the correct code!

School Employee (paid personnel):	FPSJVSchoolEmp
School Volunteer (non-paid personnel):	FPSJVSchoolVol
School Vendor (independent contractor):	FPSJVSchoolVendor

Click on the link to register for fingerprinting with Fieldprint Florida: www.FieldprintFlorida.com

Once you click on the link, you should have your Social Security Number, Government Issued ID, and payment information available during this process. The first page will ask for your reason to be fingerprinted. Click on the line: *I know my Fieldprint Code*. **DO NOT** select from the dropdown options.



Once you click on the line: *I know my Fieldprint Code*, the following screen will appear.



Be sure to enter the correct Fieldprint Code from the list above, then press the continue button. Follow the directions on the Fieldprint website to continue your registration by entering the required demographic information and answering the required questions. You will then make a fingerprinting appointment at a location nearest you and enter your payment information. Fingerprinting costs are as follows: Volunteers: \$44.00; Employees/Vendors: \$51.25.

Finally, print your receipt and bring it with you to the appointment. Information about what to bring to the appointment is on this receipt, as well as your appointment/registration number, date, time and location. Keep a record of your appointment number until your clearance has been approved. Also please note that if you use the incorrect Fieldprint Code, the school may not receive the results, and/or you may have to redo the process and RE-PAY using the correct Fieldprint Code.

Extra fee – there is a rescheduling/missed appointment fee of \$12.50 that Fieldprint charges. When you register, you create a username and password in case you need to log back in to either reschedule the appointment or make any changes.

You **MUST** complete BOTH steps to receive approval to volunteer or work within the Diocese of Orlando. Approval takes an average of one month to complete. If you have not heard within that timeframe, please feel free to contact Susan Iwuc (via email iwucs@sjvs.org or the school phone: 407-855-4660 x231) so the status of your clearance can be checked with the diocese.

Thank you for helping to keep our children safe!