Dear Volunteer, May 2016

There needs to be some training/retraining and background check before you can begin/continue your ministry/service. ***Youth under 18 years of age need to participate in a live training only.*** Please follow the directions below to take Creating a Safe Environment (CASE) training. CASE can only be accessed through a desktop or laptop computer (PC or MAC). It is not accessible on tablets and mobile units. High-Speed Connections are highly recommended. **If you are not computer literate, ask for a live training!**

The training will take one hour. Technical difficulties will result if you stop before completing the training. *Only the latest version* of Internet Explorer will properly open the program. Download this browser, if you need to. Also, you must have Adobe Flash and Reader installed on your computer. This free software can be found at <http://www.adobe.com> You must disable any pop-up blockers that may be installed in the web browser. You must be connected to a printer in order to print the test results and completion certificate. No printer? Save the files as a .pdf, take a Screen Shot, or take a photo of the test results and completion certificate and send them to me via e-mail! If you are not sure how to disable pop-ups, take a screen shot or any of the above, email me now for instructions!

**Online directions:** Go to the website <http://ec.dor.org> Enter the Uname and Pword where indicated. **Remember, we are *Our Lady of the Lakes Parish*, not the name of our worship sites or school.**

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| --- | --- | --- |
|  | **U’name: IT359** | **P’word: initial** |

Do not register as an individual on the site! If you do, you will get a 'restricted' message & will not be able to complete the training. Any other user names or passwords (used in the past) are no longer valid and should not be used. If additional help is needed, contact me.

Click **Initial** (red) or **Renewal** (blue), depending on your situation. When finished, print the certificate & test results. No printer? Follow the above directions. Forward all items\* below to me at the Parish Center.

*The Background Check & Driver Info forms ask for your Social Security number.* Once I receive the paperwork, i*t goes from my hands to the business manager’s to RBA (via secure connection) and back to mine and locked in my office – no farther*. The checks generally takes a week to 10 days. I will notify you & the person who schedules you once your check comes back clean. Then, you can perform/continue your ministry/volunteer service.

Please note that to continue to serve, you will need to retrain every 3 years. This means that after logging in on the website you would click the recertify button (blue) and submit the same items noted below.

Thank you for sharing your love of God with the rest of us, your neighbor.

Patty Larzelere,

Religious Education & CASE Coordinator

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\*Items to be returned to parish CASE Coordinator:

* Certificate of CASE training Must be received before the Background check process can begin.
* Test results “ “ “ “ “ “ “ “ “ “
* **Completed** Background Check Authorization
* **Acknowledgement** of Code of Conduct. (You keep the actual Code of Conduct.)
* Proof of who you are. (Please copy & attach the one you are most comfortable giving.)
* If you are a volunteer driver, a completed “Driver Information Sheet” and requested insurance info.