



## Programs for Catechetical Studies and Parish Leadership Formation

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### The Roman Catholic Church of Phoenix

An important part of your Kino certificate requirements is being in compliance with the Diocesan *Policy and Procedures for the Protection of Minors* training requirements.

You must annually attend a safe environment training (once an academic year – July 1 through June 30). The diocesan deadline for completing the training is by December 31 each year.

*Protecting God's Children for Adults* is the foundational course required for all volunteers. If you have attended this foundational course, you are required to attend a renewal annually. Renewals can be taken online.

#### To register for a Protecting God's Children or Onsite Renewal class:

- Go to <http://www.safeenvironmenttraining.org/>
- Click on "register for classes"

#### To complete Online Renewal class:

Simply follow these steps:

- Go to <http://www.safeenvironmenttraining.org/>
- Select "Online Renewal"
- Enter your name and street address and click on "Search"
- On the next page you will see Welcome; verify the info is correct and click on "Update Information and Continue" at the bottom of the screen
- On the next page select any one of the renewal video's listed
- Follow along with the instructions and video

Once you are in the renewal video you will see a short series of videos and then begin the training. After you are finished (must complete through the end of the credits and it states "Course Complete"), your record will automatically be updated in our database and you will receive an e-mail confirmation of your completed renewal.

Once you have completed your annual training please print out your verification and submit it to the Kino office. You will need to submit proof of training annually.

#### To print training verification:

- Go to <http://www.safeenvironmenttraining.org/>
- Click "My Obligations".
- Enter your name and street address and click on "Search"
- On the next page you will see Welcome. Verify the info is correct and click on "Update Information and Continue" at the bottom of the screen
- On the next page select "print verification" (towards the top)
- When complete, click "logout" (towards the top)

If you have any questions or concerns please feel free to contact the safe environment training office directly at 602-354-2418 or [safeenvironment@diocesephoenix.org](mailto:safeenvironment@diocesephoenix.org).