

Online CASE (*Creating a Safe Environment*) Training

1. Go to stlouischurch.org
2. Go to “Get Involved”
3. Use the dropdown to select “Creating a Safe Environment Training.”
4. Select the appropriate training:
 - a. If you are 13-17 years of age, please follow the instructions for minor volunteers.
 - b. If you are 18+ years of age, please follow the instructions for adult volunteers.
5. TEENS/Minors:
 - a. Complete the Online Case Training and print off your certificate of completion.
 - b. Write your date of birth (DOB) ON the CERTIFICATE OF COMPLETION.
 - c. Once you submit your certificate and DOB, you will be contacted to complete a brief in-person training.
6. Adult Volunteers:
 - a. When you access the online training for the first time, you will be prompted to complete a username/login profile. Under the My Ministry section of your profile:
 - i. Your Primary institution is: **PARISH: Pittsford – St Louis Parish/Saints Place**
 - ii. Your Primary Position is: **Volunteer**
 - b. To complete your online training, you must pass a brief quiz. Once you pass with a 90% or higher, you must sign the code of conduct. Only after this will your certificate become available. If the certificate does not generate, you probably have not completed all the steps of the online training.
7. Background checks are only required for Adult Volunteers. Please submit a completed Background check form, a copy of your Driver’s license, and your CASE Certificate of Completion to the St. Louis Ministry Center. You will not be cleared to volunteer until these three things have been submitted.
8. CASE training and Background Checks must be renewed every three years. Volunteers 70+ are exempt from repeating the CASE training but must still renew their background check every three years.