



2010-2011 Adult Education Refresher Course: Professional Boundaries and Behaviors



Instructions:

The 2010-2011 Refresher Course is 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 an hour to complete, which can be completed in stages.
- † The site is accessible anytime and on almost all computers and Internet connections.
- † If you have any questions or problems there is a button at the **top right corner of almost every screen** where there is a “live” person waiting to answer your questions.
- † You may also contact Technical Support by calling toll-free: 888-804-9643.



It is as easy as...

1. **Create a user profile at the training website:** <http://safeandsacred-diobelle.org>
Important: Be sure to save your user name and password, so you can return to the website for future training programs.
2. **Complete the “Professional Boundaries & Behaviors” course online at your convenience.**

Be sure to read the instructions and complete all of the steps:

- *Review the training program*
- *Complete the 10 question quiz*
- *Review the Sexual Misconduct Policy & Code of Conduct*
- *Print the Contact Card*
- *Complete the Make the Commitment activity*

3. **Print and hand in your Certificate of Completion to the Child Protection Location Coordinator at your location.** You may also email your certificate from the site to the email address listed below:

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.

