



## **Reminder**

**All School volunteers subject to the child protection must meet the following requirements:**

- **Complete a background check AT the Louisiana State Police (7919 Independence Blvd, Baton Rouge, LA 70806)**
  - The fee is \$26.00 and \$10.00 which can be paid by separate money orders or cashier's check OR charged by credit card for a total of \$38.86. **There are two State Police forms needed that can be found here on the school website** or are available in the office. It takes at least 7 - 10 days for the report to be sent back to the school.

All of the other requirements and forms to be completed are listed on the Diocese of Baton Rouge website at [www.diobr.org](http://www.diobr.org). Click on the Office of Child and Youth Protection and go to the certification requirements for volunteers.

- **Complete the Volunteer EAPPS application and turn in a copy (PLEASE make sure you are filling out every question with nothing left incomplete)**
- **Complete child protection training ("Recognizing Child Abuse")**
  - **Diobr.org**
  - **Promise to Protect box at bottom**
  - **Certification is on the left, look below**
  - **Click "Safe and Sacred online training center"**
  - **Register**
  - **Complete training**
  - **Print certificate to turn in (or email to [hwillis@hfspa.com](mailto:hwillis@hfspa.com))**
- **Read the Code of Ethics; turn in a copy of the acknowledgement form.**
  - **Diobr.org**
  - **Promise to Protect box at bottom**
  - **On left, click English, Code of Ethics**
  - **Sign and Print last page**

**Once all forms are completed, please turn them in to the school office.**

When everything has been completed and entered into the required data base, you will receive an email confirming that you have been cleared to volunteer.

- **If you have met these requirements at another school or parish in the diocese, please call the Child Protection Coordinator of that site to request an authorization to add HFS as a secondary site. You will be asked to sign a form to allow them to do so.**  
**Background checks are NOT transferable, so you will need to complete the background check portion for HFS.**