

**DIOCESE OF LA CROSSE PROTECT AND HEAL
REQUIRED YEARLY TRAINING REPORT**

The Diocesan Protect and Heal Program mandates that as a condition of any employee or volunteer, the following must be complete:

- Submit to a criminal background check (every three years).
- Review yourself on the procedures and issues related to child sexual abuse (annually).
- Complete or update the Confidential Employee or Annual Verification (annually).

- Complete/Review the Annual Safe Environment Training at your school or online (annually).

THIS FORM SHALL BE COMPLETED AND RETURNED BY MARCH 1, 2024

SCHOOL

CITY/UNIFIED SYSTEM

CONTACT

EMAIL

	<u>Total Number</u>
Administrators	_____
Teachers	_____
Substitute Teachers	_____
Paid Support Staff (day care, secretaries, custodians, cooks, librarians, resource room, aids, etc.)	_____
Paid Coaches	_____
Unpaid Staff (volunteers, coaches, college students, etc.)	_____

YOU MUST ATTACH A COPY OF THE FOLLOWING:

- _____ 1. List/Copy of all Paid Staff (Names & training dates).
- _____ 2. List/Copy of Volunteer (Names & training dates).
- _____ 3. Verification of Safe Environment Training Students and Parents (with attachments, if any).

CONTACT PERSON SIGNATURE

PRINT NAME

DATE

For the Administrator:

I certify that for the audit period of July 1, 2022 to June 30, 2023, all administrators, teachers, substitute teachers, paid staff, and volunteers have been offered and/or provided with all Safe Environment training and screening materials and have complied with the Diocese of La Crosse Safe Environment training and screening requirements.

ADMINISTRATORS SIGNATURE

PRINT NAME

DATE