

# SCHOOL EMPLOYEE & VOLUNTEER TRAINING REQUIREMENT FLOW CHART (FORM 644-J)

I'm working/volunteering at a SCHOOL within the Diocese of La Crosse. All Choice Schools require a background check regardless of age. All other schools require a background check at 16.

Individuals who are adults over the age of 18 & out of high school

Individuals who are minors age 16-17 and all Choice Schools

Individuals under age 16 excluding Choice Schools

Individuals 18 & over will be subject to both a basic background check and a comprehensive fingerprinting background check. Additionally, Adult Safe Environment Training & Verification paperwork must be completed prior to participation.

1. Background Check: Form (644-A) must reprocess as adult when you turn 18.
2. Protect & Heal Student Training

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Individuals who are paid staff and ALL coaches



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Individuals who are volunteers (Does NOT include volunteer coaches)

1. Submit basic criminal background check (Form 644-A). Renew every five (5) years.
2. Watch Safe Environment Video
3. Complete Safe Environment Training Slideshow & Survey. This training will review the "Red Book", "Green Book", and the Diocese of La Crosse Code of Conduct. Renew annually.
4. Submit Safe Environment Training Verification (Form 644-B). Renew annually.
5. Submit Confidential Questionnaire (Form 644-C). One time.

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6. Submit comprehensive background check via 2 fingerprint cards. This process is done at a local sheriff's station via appointment. Print cards can be acquired prior to visiting station from school Safe Environment Coordinator.