

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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LA CROSSE**

Individuals who are paid staff and ALL coaches

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. Included in SE Training. Renew annually.

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4. Submit Safe Environment Training Verification **(Form (644-B))**. Renew annually.
5. Submit Confidential Questionnaire. Included in SE Training. Renew annually.
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. One time.