

# To complete ONLINE Renewal or Re-Certs

Go: <http://www.victoriadiocese.org/>

Scroll over the words Safe Environment and select "For EXISTING Employees/Volunteers"

The screenshot shows the website's navigation menu. The 'Safe Environment' tab is highlighted in green. Under this tab, the 'EXISTING EMPLOYEES/VOLUNTEERS' sub-tab is selected, and a red arrow points to the 'Online Renewal/ Recertification Training' link.

Our Diocese	Offices	Ministries	<b>Safe Environment</b>	Parishes	Schools	Marriage	Español
SAFE ENVIRONMENT OFFICE	NEW EMPLOYEES AND VOLUNTEERS	EDUCATION OF CHILDREN, YOUTH AND PARENTS	POLICIES AND PROCEDURES				
Safe Environment Office	Required Online Application/Background Check	Decree of Promulgation	Policies & Procedures				
REPORT ABUSE	Required SAFE/CPC Training Dates	Parish and School Reports	Site Admin/Trainer Secure Area				
English- REPORT ABUSE							
Español- PARA REPORTAR SOSPECHA O ALEGACIONES DE ABUSO:	EXISTING EMPLOYEES/VOLUNTEERS	TRANSPORTATION					
Vietnamese- ĐỀ TỐ CÁO TRƯỜNG HỢP LẠM DỤNG	Online Renewal/ Recertification Training	Transportation Policy					
Frequently Asked Questions?		Transportation Forms					

The following page will appear:

The screenshot shows the 'Online Renewal/ Recertification Training' page. The 'Safe Environment' tab is highlighted, and the 'Parishes' sub-tab is selected. The page title is 'Online Renewal/ Recertification Training'. Below the title is a social media sharing bar. The main heading is 'Renewal & Re-Certification Training Sessions for Existing Employees/Volunteers ONLY'. A list of bullet points provides details about the training sessions. A red arrow points to a green link: 'Click here for Online Renewal/Re-Certification Training'. Below this link is a note: '(Not for use with dial-up connections)'. Another blue link is provided: 'Click here to download or print renewal/re-certifications training instructions.'. The page also includes sections for 'Classroom Style Trainings' and 'Not sure if you are due for Renewal or Re-Certification training?'.

## Online Renewal/ Recertification Training

Renewal & Re-Certification Training Sessions for Existing Employees/Volunteers ONLY

- Before you begin the training, which includes components as mandated by the USSCB, please note that all background checks will be updated automatically on all current employees/volunteers. Do not submit a new background check.
- Renewal Sessions are designed for individuals who completed the CORE workshop 3 years ago. Re-Certification is required for individuals who have worked/volunteered for 6 or more years. Each individual is required to attend training every 3 years.
- The following link will automatically direct you to the training you are currently required to complete.

[Click here for Online Renewal/Re-Certification Training](#)  
(Not for use with dial-up connections)

[Click here to download or print renewal/re-certifications training instructions.](#)

### Classroom Style Trainings

Renewal and Re-Certification training sessions can be taught in a classroom style setting periodically at parishes/schools throughout the diocese. If you do not have Internet access, please contact the parish/school safe environment trainer for a list of scheduled dates.

### Not sure if you are due for Renewal or Re-Certification training?

Please contact the Office of Safe Environment at 361-573-0828

**Use the Alternate Login to sign in:**

**Login Page**

First time users are asked to [click here](#) to register and create a User ID/Password in order to complete the application.

User ID:

Password:

Login

Applications left incomplete for more than 30 days will be removed from the system.

If you have already created an application and do not recall your log in information, you may use the Alternate Login option.

Click HERE

Forgot Your Login ?

Forgot Your Password ?

**Enter your required information. Click "Login".**

**Alternate Login Page**

\* First Name:

\* Last Name:

\* Date of Birth:  (mm/dd/yyyy)

Login

Cancel

\* Entry Required

Use the ***two month, two day and four birth year formats*** (include / mark.)

EXAMPLE: 01/01/1991

**The following page will appear, to begin your online class, click on the Required/Incomplete Class link.**

REVIEW THE APPLICATION DATA AND, IF ACCURATE, USE THE LINK TO GO DIRECTLY TO THE ON-LINE WORKSHOP.

[Renewal of Education \(Review Only\)](#) [Re-Certification \(Required/Incomplete\)](#)

Click on the Online Class that says **"Required/Incomplete"**

**APPLICATION STATUS**

Workshops			Background Checks			
Workshop Name	Short Name	Date Attended	Workflow	Background Check	Status	Date Checked

**When your training is complete, you will see the following:**

**Your Name** has completed **Renewal/Re-Cert On-Line Training** on **xx/xx/xxxx**.

**Click "EXIT" when you have completed the training.**