

# 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, there are several sub-sections. A red arrow points to the 'Online Renewal/ Recertification Training' link under the 'EXISTING EMPLOYEES/VOLUNTEERS' category.

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

The following page will appear:

The screenshot shows the 'Online Renewal/ Recertification Training' page. The page features a navigation menu with 'Safe Environment' highlighted. The main heading is 'Online Renewal/ Recertification Training'. Below the heading, there are social media sharing icons and a counter showing 0 shares. The page content includes a section for 'Renewal & Re-Certification Training Sessions for Existing Employees/Volunteers ONLY' with a list of instructions. A red arrow points to a green link: 'Click here for Online Renewal/Re-Certification Training'. Below this link, there is a note: '(Not for use with dial-up connections)'. Further down, there is a blue link: '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 ? Alternate Login

Forgot Your Password ? Email 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.**