

To Whom It May Concern:

Please complete the following 4 tasks so you are in compliance with Charter for the Protection of Children and Young People. If you have any questions, then you may contact me.

Thank you,

Lori Williams

Director of Student Services

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225. 383.7481

1. Safe In Place

Safe In Place is a video presentation designed to help persons identify, prevent and report child abuse. It is offered by the Diocese of Baton Rouge as part of the ongoing commitment of the Catholic Church to provide "Safe Environment" training for all clergy, seminarians, employees and volunteers who are responsible for ministry to children and young people.

To watch training video:

The video can be accessed in two ways for your convenience:

1. Online, at the Safe and Sacred Learning Center website: <http://safeandsacred-diobr.org>
(have to register by clicking on "Click here to register" underneath the heading "FIRST TIME HERE")
2. Via our diocesan [Catholic Life Television](#): see the full TV schedule below: Sundays from 3:30 – 4:30, Tuesday s from 9-10 pm,

2. Take test and print certificate:

1. Individuals accessing the video via Internet or Cable television will be required **to take an online test** at <http://safeandsacred-diobr.org> after viewing the video.
2. There are complete instructions for testing on the *Safe and Sacred Learning Center* site. Successful online test scores will produce **a certificate** that individuals will **forward to the Child Protection Site Coordinator**. (Lori Williams)

3. Eapps Application

The Diocese of Baton Rouge, in conjunction with Austin Computing Solutions, has implemented the eApps database system, for documenting all background checks and safe environment training for clergy and other church employees and volunteers.

To print Eapps application:

1. <http://www.diobr.org/>
2. click on documents
3. scroll down to child and youth protection documents
4. click on eapps application
5. print and fill out eapps application
6. return application to Lori Williams. (this will go in your file)

4. Read and print the code of ethics:

1. http://www.diobr.org/documents/ocyp_ethics_code.pdf

Please read through the Code of Ethics and sign the last page. **Return only the Acknowledgement page with your signature** to Lori Williams.