

You are about to begin the process of Safeguarding certification to serve in a specific ministry with children, youth, or adults or to work as an employee in one of the churches, schools or institutions in Diocese of Texas.

The steps in this process help to protect the individuals (like you) who are the ministers or employees; the children, youth or adults to whom you minister or with whom you work; the Diocesan church, school or institution to which you belong. Our goal is to make our churches, schools and institutions safe places where each person is treated with care and respect.

The Safeguarding Record System is secure and access to its information is limited to the head of church, school or institution, the Administrator of the System at your church, school or institution and the Safe Church Office of the Diocese. *On the reverse side of this card you will find the steps involved in Safeguarding Certification*

Questions? Contact SRA_____

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What to Expect – Certification for Safeguarding in Safeguarding Records System (SRS)

- Personal Interview
- Email from Safeguarding (support@epicenter.org) with
 - *User name and login* information to enter SRS
- You will complete:
 - *Profile* update (name, address and email)
 - *Application* including references
 - *Background Check* permission (your SSN will be deleted from the system once the request is sent)
- Email from above address inviting you to enter SRS and **sign up for a Training**
- After the Training, another email inviting you to enter SRS and sign the **Acknowledgement**
- **Certification** – you may view and print SG Certificate

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