

## Child Protection Training Frequently Asked Questions

### As a first-time volunteer, what do I need to do to be able to volunteer?

#### 1. Attend the initial in person C.A.S.E. training class.

For locations dates and times of classes, please contact the school office, your parish office or check the Archdiocesan website at <https://archdpdx.org/child-protection-victim-assistance> to see Portland-area class offerings. If you take the C.A.S.E training, please be sure and provide your class certificate to the office for our records.

#### 2. Background Check

After you attend the initial C.A.S.E training class, you will receive a link to complete your background check within two weeks of your class. Background checks are processed by Praesidium Inc. This authorization allows us to process your initial background check and all future background checks. Your background check will be automatically updated every three years. Background checks must be updated every three years.

### I volunteered last year. Am I still cleared to volunteer at this time?

Yes, you are cleared if you have been cleared in the past. However, in order to remain eligible, you must complete the annual review. You will not be allowed to volunteer until your annual review is completed. If you need a new background check, you will also need to complete this as well.

### How long does it take to set up my account in Praesidium Academy?

Once your background check has cleared, it may take up to two weeks to activate your account.

### Why can't I login?

There are several reasons why you may be having trouble accessing the Praesidium Academy system:

- **Your account is inactive.** Each year the Archdiocese completes a training audit. At that time, all volunteers who have not completed the required training are classified as inactive. In addition, if your initial background check was completed at another school or parish and you no longer volunteer there, they may have inactivated your account.

- **Your legal name and the name you use are not the same.** Since background check information is used to create your account in Praesidium Academy, the name submitted on your background check authorization form is the name used in the Praesidium Academy system.

### **What do I do if I can't login?**

Please contact Jessica Walther at [jwalther@valleycatholic.org](mailto:jwalther@valleycatholic.org).

- If your account is inactive, we can reactivate it.
- If your name or email is inaccurate, we can correct it.
- If your records are at another parish, we can arrange to have them transferred to Valley Catholic School or request that they be updated with the training you have completed at Valley Catholic.

### **If I completed my initial training at another school or parish, do I need to retake it at Valley Catholic?**

No, but you will need to let us know that you completed your training somewhere else. Once we receive notification, we will verify your training via the Archdiocesan database. If you prefer, you can drop off a copy of your training certificate.

### **If I took a course very similar to "C.A.S.E." for another agency, does that satisfy the requirements?**

No. We are not able to verify all the various courses from other agencies. The best way to make sure that all of our parents are properly trained is to insist on having everybody go through the same process.