

# Thank You for Your Work with Children & Youth!

All adults who work regularly with minors in the Diocese of Manchester must fulfill the following requirements:

1. Complete a Volunteer or Employment Application;
2. Complete background checks for all states in which you have resided during the past 5 years.\* (School employees must be fingerprinted);
3. Complete child abuse awareness training online through the *Shield the Vulnerable* training site (see instructions below);
4. Read and acknowledge our diocesan Code & Policy (you will complete this at the end of your online training).

Forms are available from your parish or school. The forms and training should be completed before you begin your work with minors (but no later than 30 days after beginning your work). Employment/volunteer eligibility is contingent upon the results of the background check results.

## **Instructions for online training, Shield the Vulnerable:**

- Go to: [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)
- Click on “First Time Signup”
- On the “Pick Type” dropdown list, choose **Catholic Dioceses**
- Choose **Manchester Diocese (NH)** from the second dropdown list and click “Confirm”
- Enter your registration information and click “Next Step”;
- Choose **Employee** or **Volunteer** and select the appropriate choices that follow;
- Review your information, accept the license and click “Confirm Signup”;
- Once registered, you will automatically be taken to the training area. Click the green button next to the course listing to begin.

Note: Additional trainings may be listed. These are optional and are marked as such.

\*Your name will also be checked on the national sex offender registry [www.nsopw.gov](http://www.nsopw.gov)