



**Level II
Background
Screening
(Fingerprints)**

Level II Screening is required for all employees, clergy, and many contractors or vendors who provide ongoing services. Recertification is required every 5 years. A Credit Card is required at the time of registration or processing. A fee of \$51.00 (Volunteers) or \$58.58 (Employee or Vendor) will be charged. (Reimbursement would have been discussed before completing this process).

- Register for fingerprints at <https://dospsep.org>
- On the left side of the page is a box for **Application Registration**. Click here to proceed.
- You will be brought to the FLORIDA APPLICANT EXPERIENCE. Read the page and then click the box on the bottom to acknowledge and proceed.
- Select the Location you wish to use, and then choose the date you wish to go. Available times will be listed.
- Once your appointment has been scheduled you then choose the applicant type from the list (Employee, Volunteer, Vendor, Clergy, etc.)
- Next, select the location (St. Raphael Church or School).
- Complete the demographic information requested.
- Continue to the waiver section and payment section.
- After you complete the scheduled appointment the results will be sent to either the Church or School within 2 days of your appointment.

**Diocese SEP
Certification**

Safe Environment Training (SEP) is required every 5 years for all clergy, employees. It is also required for volunteers who seek unsupervised access to Children, Youth and Vulnerable Adults. There are no fees for these trainings.

- Go to <https://cmgconnect.org> to create an account and register.
- Select our Diocese – **Diocese of St. Petersburg**
- Complete the Demographics information (name, address, etc.).
- Select your primary entity (St. Raphael School or Church)
- Select your role (in the dropdown) and then mark your activity.
- Select the **REQUIRED SAFE ENVIORNMENT Training for St. Petersburg.**
- Complete the disclaimer and ***Safe Haven – It's Up to You*** training curriculum.
- Once all elements are complete (video and questions) download and print the Certificate.
- Keep a copy and forward a copy (via paper copy or email) of the certificate to the Parish or School Office as soon as possible.

**Specialized
Training**

- Extraordinary Ministers of Holy Communion to the homebound must also obtain specific Ministry training through the Parish or Diocese.
- Teachers and School staff are required to take Blood Borne Pathogens training through the above process.
- Other optional curriculums include driving, safety, and festivals are available and may be requested by parish or school administration.
- Once completed, return a copy of the certificate(s) to the Parish or School Office.