



ARCHDIOCESE OF ST. LOUIS

Office of Child and Youth Protection

Please note: Background screening information must be completed and a copy of your registration (or a screen print of your registration) must be returned with your employment application.

PART I: APPLICATION PROCESS

Go to <https://www.preventandprotectstl.org>

Click "Register" below the LOG IN button (image at right).

Enter the passcode **stlprotect** when prompted.

Select the type of location where you are a volunteer or employee

- **Parish or Parish School**

Select the specific location by name

- **Employment Applicants**

Click one of the "Educator" roles for your potential employment.

Complete your personal information. Please enter your **legal first name** for the purposes of the background screening. *There are no credit checks and no soft hits to credit.*

Create a username, password and password clue.

Agree to the Terms of Use and click SUBMIT.

USERNAME CHOSEN: _____
PASSWORD CHOSEN: _____

You will then be prompted to complete an application for a **background screening**.

Once you have submitted the application, please stop and log out.

PART II: TO BE COMPLETED UPON OFFER OF EMPLOYMENT

Login to your account using your credentials above.

You will see a checklist (image at right) where you can access the remaining safe environment requirements—register for a Protecting God's Children workshop*, view two online training modules, and agree to the Code of Ethical Conduct.

These steps may be completed all at once or may be completed separately at your convenience.

You will receive an automated email weekly to remind you which requirements are outstanding.

When all compliance requirements have been completed, your account will be approved by the Office of Child of Youth Protection to work with minors and vulnerable adults.

- Register onto the site (January 15, 2020)
- Submit New Background Check (January 15, 2020)
- Complete "[Protecting God's Children](#)" training
- Complete "[Mandated Reporter](#)" training
- Complete "[Code of Conduct](#)" training
- Sign "[Code of Conduct](#)"

*If you have previously attended a PGC workshop, the system may find and/or ask you to confirm your previous record of attendance. If you are prompted to register for an upcoming workshop, please select the December 31 workshop, "PREVIOUSLY ATTENDED-DATE NOT LISTED." The correct training record will soon be applied to your account.