



**TO:** Pastor, Priest Administrator or Pastoral Coordinator  
Pastoral Assistant for Administration  
Safe Environment Coordinator  
Principal

**FROM:** Shawna McMahon  
Safe Environment Program Coordinator

**DATE:** August 18, 2010

**RE:** 2010-2011 Safe Environment Program Training Requirements

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Enclosed, please find the *2010-2011 Training Requirements* outlining the training requirements for the Archdiocese of Seattle. You will also find the *Log-on Instructions for Armatus Online Training*, which may be distributed to your employees and volunteers as needed in order to ensure compliance with the Safe Environment Program.

A Fall Safe Environment Packet will be sent to the Safe Environment Coordinator in the next week. However, here are a few reminders about the Safe Environment Program:

- **All training must be completed and verification submitted to the Safe Environment Office by May 31, 2011.** You are encouraged to set earlier training deadlines locally to ensure that you can meet the archdiocesan compliance verification deadline.
- **Please remember that every parish and school must offer the course *Called to Protect for Parents & Families* to the community each year.** You are encouraged to collaborate with other parishes/schools in your area and co-host one training that multiple locations can promote.
- **If your community does not have a certified *Called to Protect* trainer, please identify someone in your community who can attend a Train-the-trainer session.** The first session is September 15 & 22. Information and Application will be included in the Fall Packet.

A complete packet of Safe Environment materials will be sent to the Safe Environment Coordinator at every parish & school. You may find additional resources and forms in the SETA Net Database under "Forms/Articles", in the Manager's Toolkit and in the Safe Environment Program Coordinator's Handbook.

If you have any questions, please call the Safe Environment Office at (206) 274-3188.

Thank you for your continued commitment to protection all God's children!



# Archdiocese of Seattle SAFE ENVIRONMENT PROGRAM Protecting the Young and Vulnerable

***All Church Personnel\* are required to complete annual Safe Environment training as outlined in the Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct & Sexual Harassment.***

**PLEASE NOTE:** All training requirements must be fulfilled by May 31, 2011. However, since Verification of parish & school compliance must also be received on or before May 31, 2011 in the Safe Environment Office, you may want to set an earlier local deadline for your employees and volunteers in order to meet the Verification deadline.

## 2010-2011 TRAINING REQUIREMENTS

### ⊕ ALL NEW CHURCH PERSONNEL\*

All new Church Personnel are required to complete *Called to Protect for Ministries* **within 90 days of beginning service.**

- ~ Once *Called to Protect for Ministries* is completed, no other training is required until after July 1, 2011.

### ⊕ ALL RETURNING CHURCH PERSONNEL\*

All returning Church Personnel, who have completed *Called to Protect for Ministries* in a previous year, must complete one safe environment training update in the *Armatus* program.

- ~ The *Armatus* program is an online training system which allows participants to take the class at their convenience, from any computer with internet access.
- ~ Training must be completed by May 31, 2011.

### ⊕ ALL PARISHES & SCHOOLS

Each parish and school **must** offer *Called to Protect for Parents & Families* to their community.

- ~ This may be offered in collaboration with other parishes or schools but MUST be made available and advertised to parents in the community once a year.
- ~ This class must be held separately from *Called to Protect for Ministries* and must be offered before May 31, 2011.

### ⊕ ALL SCHOOLS

Safe Environment Training in Catholic Schools:

- ~ Pre-Kindergarten through Grade 3 will complete *Talking About Touching*.
- ~ Grade 7, Grade 9 and new high school students will complete *Called to Protect for Youth*.
- ~ Verification of all children & youth training is due on May 31, 2011.

\* Church Personnel is defined as all clergy, all employees and any volunteer with ongoing unsupervised contact with minors & vulnerable adults.



# Archdiocese of Seattle SAFE ENVIRONMENT PROGRAM Protecting the Young and Vulnerable

## Log-on Instructions for *Armatus* Online Training



[Home page](#) :: [How to make a Report](#) :: [Contact Us](#) :: [Important Links](#) :: [Register for Classes](#)  
[My Obligations](#) (circled) :: [Children/Youth Attendance Records](#) :: [Administration](#)

### Log into SETA Net (Safe Environment Training Database):

- On any computer with internet access, go to [www.seattle.setanet.org](http://www.seattle.setanet.org).
- Click "My Obligations".
- Enter your First Name, Last Name and Street Address (**do not include city, state, zip**).
- Click "Submit".

### Review your personal information and update your profile as necessary:

- Please make sure that all locations at which you work or volunteer are identified.
  1. Example – If you volunteer at your parish AND at your child's school, please make sure both locations are identified.
  2. If you work/volunteer at a new parish or school, please make sure to add the new location to your profile.
- Verify accuracy of address and email address.
- Click button that says "Update Information and Continue".

### Class Assignments:

- **You only need to complete ONE class each year to satisfy your training requirements.**
- This course will be listed in the section titled, "Classes You Are Currently Required to Take."
- Click the class title of the course you are required to take.
- Write down the logon and password that is assigned to you.

### Take Online Course:

- Click link below logon/password that says, "Click Here to Open Praesidium Logon Window"
- This will open a new page and send you to the Armatus webpage.
- Log-in using the logon/password given to you in SETA Net.
- Complete Course.
- Your SETA Net profile will be updated within 48 hours of completing the online course.

**If you need assistance logging-into the system, it most likely has something to do with the address stored in the database. Please see your local parish/school coordinator for assistance.**