

Schools – History Screening and LiveScan Instructions:

IMPORTANT: Diocesan policy requires that all employees and volunteers, 16 years or older, successfully complete a history screening PRIOR to reporting to work or for volunteer service with children. If the employee/volunteer will be in contact with children in a diocesan childcare center, elementary school or high school, the employee or volunteer is required to attend a session of Protecting God’s Children PRIOR to beginning work or volunteer service, NO EXCEPTIONS!

This is a two (2) step process. Until both segments have been completed, the history screening results will not be released to the submitting school.

- 1) Original Diocesan History Screening form sent to the Catholic Center by the school*
- 2) Successfully clear a Level 2 electronic fingerprint LiveScan

Effective 8/28/2017 – the diocese will no longer provide the LiveScan as verification documentation. The history screening form is the only form that will be issued to the submitting school. If you require verification for PGC and history screening, please complete the History Screening/PGC Verification form and scan it to Linda Vasquez in the Safe Environment Office

IMPORTANT If you are, or will be, an employee in a school (including working as a substitute teacher, an extended day employee, a coach, construction site worker etc.), the Jessica Lunsford Act requires that you are screened using the ‘Employees – Educators and School Staff’ or the ‘Contracted Personnel – Schools’ code when submitting your fingerprints. **Fieldprint Code – FPStAugustineEdu**

Everyone will be required to enter contact information and demographic information. Everyone will be asked to provide other personal information which is required by the FDLE /FBI in order to process the history screening.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website
- Click on ‘Schedule an Appointment’
- Follow instructions for ‘New User Sign Up’ – Click on ‘Sign Up’
- Select ‘I Know My Fieldprint Code’
- Click on ‘Continue’
- In the Fieldprint Code box enter the appropriate code from the list below: (*Codes are case sensitive.*)

| | | Fieldprint Code |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | Employees – Educators and School Staff, Cafeteria staff/ vendors (full & part time), Religious Sisters, after school employees, coaches who receive compensation of any kind in any form. | FPStAugustineEdu |
| <input type="checkbox"/> | Teacher Certification Candidates (FOR DOE ONLY) | FPStAugustineDOECert2 |
| <input type="checkbox"/> | Contracted Personnel for schools – Catapult, Karate, Soccer Shots, Young Rembrandts, Sous Chef, Engineering for Kids, Spanish teachers, Dance teachers, Kiddie Sportz, CHAMOS Language Academy, Speech Therapy, SLA Management etc. | FPStAugustineEdu |
| <input type="checkbox"/> | Volunteers | FPStAugustineVol |
| <input type="checkbox"/> | Vendors – plumbers, electricians etc. if clearance is not certified by the employer prior to being sent to the school. | FPStAugustineVol |

***Our school office is responsible for taking the forms to the Catholic Center. Please return your completed form to St. Joseph Catholic School office.**

Protecting God's Children Registration Instructions:

- www.dosafl.com
- Scroll down to Protecting God's Children (PGC)
- Under 'Workshop Schedule' you will see 'Click here to view schedule of classes available' – Click to view.
- Select your organization... click (drop down arrow to view the list) and select (St. Augustine Diocese)
- Next you will see: **This is a list of upcoming sessions in your area.**
- **(If you see a session you would like to attend Click Start Registration.**
- If you have never logged on to Virtus, you will be prompted to create a user ID and Password.
- Follow the prompts to answer a series of questions. *Be sure to answer all the questions with the red asterisk.*
- Select the session you wish to attend or attended. You are now registered.
- Upon completion: **YOU ARE REQUIRED TO BRING THE COMPLETION CERTIFICATE TO SCHOOL**