
INSTRUCTIONS FOR LEVEL II BACKGROUNDS AND SEP CERTIFICATION

Updated February, 2017

Level II Background Screening (Fingerprints)	<p>Level II Screening is an ongoing requirement of the Diocese of St. Petersburg for all employees, clergy, and many contractors or vendors who provide ongoing service.</p> <ul style="list-style-type: none">• 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 BIM Home 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 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 (Office of the Diaconate).• 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 Office of the Diaconate within 2 days of your appointment.
SEP Children and Adults	<p>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.</p> <ul style="list-style-type: none">• Go to http://stpetesburg.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 (Office of the Diaconate)• Select your role (in the dropdown) and then mark your activity.• Select the REQUIRED SAFE ENVIRONMENT 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 Office of the Diaconate as soon as possible.
Specialized Training	<ul style="list-style-type: none">• 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 Office of the Diaconate.