Safe Environment Certification & Fingerprinting Instructions

Thank you for your interest in becoming a diocesan employee and/or volunteer! *Please note that any parent/ guardian who wishes to volunteer at the school in any capacity (e.g., lunchroom helper, coach, field trip chaperone, mystery reader, classroom volunteer, etc.) must be fingerprinted/background checked and cleared through the Diocese of Orlando. The cost is approximately $50.00. We strongly suggest making an appointment ASAP as it can take anywhere from 6-12 weeks for fingerprints and background checks to clear. You may not volunteer in any capacity until you have been cleared.* The process consists of the following 2 Steps:

Step 1: Safe Environment Video and Quiz

Begin by visiting https://www.orlandodiocese.org/safe-environment/english/. Please read the instructions carefully. **You cannot submit fingerprints until you have completed the Safe Environment video and passed the quiz.**

1. Watch the Safe Environment Certification video. The video is about 25 minutes long.

2. When the video is complete, read the Diocesan Standards of Conduct and agree to terms. Proceed to quiz.

3. Enter the Entity Code provided by your parish/school office: **263**
   Choose your role/applicant type: **volunteer, employee, vendor, clergy, or deacon.**
   Click "next" to take the 20 question quiz.

4. Passing scores are 80% and above.

If you pass, you may immediately download your certificate. Results will also be emailed to your diocesan entity and to the office of Human Resources. Once the Safe Environment Certification quiz is complete, a Fieldprint code will appear specific to your entity. Please copy or write down this Fieldprint code as you will need to enter it in the next step. If you fail the quiz, you will be directed to Step 1.

Step 2: Fingerprinting

Visit www.fieldprintflorida.com to schedule your fingerprinting appointment. You will need to create a Field Print account. An email address is needed for this part of the process. **If you do not have an email address, please contact the Safe Environment Coordinator in your diocesan entity (parish/school office) for assistance.**

Please enter one of the Fieldprint Codes below on the "Reason for Fingerprinting" screen when prompted.

Employee – FPSJSchoolEmp   Vendor – FPSJSchoolVendor   Volunteer - FPSJSchoolVol