



# Blessed Sacrament Catholic School

Dear School Volunteer:

The Diocese of St. Petersburg has implemented a screening program for volunteers.

All volunteers at Blessed Sacrament Catholic School must adhere to the following diocesan procedures prior to volunteering in the classroom and/or at school events:

1. Safe Environment Class: <http://stpetersburg.CMGconnect.org>
  - Create a new account by completing all the boxes
  - Start the *Safe Haven – It's Up to You* training
  - Safe environment is valid for both access to children and adults and will expire in five years
  - Download and **print your certificate upon completion and turn into the school office.**
2. Level II Electronic Fingerprinting/ Background Screening: **\*\*NEW SITE\*\***
  - Log on to: <https://dospsep.org>
  - This will bring you to the BIM homepage
  - Proceed to register and select your fingerprinting location, appointment date and time.
  - Please be sure to select Blessed Sacrament Catholic **School** (not church)
  - Payment will be requested upon registration
  - In most cases, the level II report is sent to Mrs. Clark within a few days to a few weeks.

Upon completion of the above steps, volunteers will be entered into the check-in computer in the main office. Volunteers must sign in to receive a printed ID badge to be worn while on campus.

The screening for SEP and Level II fingerprinting will expire in five years. SEP may be re-newed online by following the SEP instructions above.