

January 30, 2024

Dear Beloveds of the Diocese of El Camino Real,

Thank you for your continued dedication to the safety and protection of our most vulnerable members. Below you will find a matrix of the minimum required training videos, which are offered on the website of Praesidium Academy and by the State of California. The grid includes who must have a LiveScan background check before working with youth. Your organization is responsible for registering to receive LiveScan reports and for compliance with LiveScan record keeping requirements. Once you, or members of your congregation, have completed training, please report that to our Canon to the Ordinary, Canon Martha Korienek; she is also the person you would contact if you have any questions. Her email is [canonmartha@realepiscopal.org](mailto:canonmartha@realepiscopal.org)

Again, thank you.

Faithfully,  
+Lucinda

TRAINING	CLERGY	VESTRY	CHURCH STAFF	CHILDREN & YOUTH ADMIN.*	CHILDREN & YOUTH REG. VOL.*	Eucharistic Visitor & Stephen Minister	CAMP/VBS STAFF & VOL.	FIRST TIME TRAINING Plus any other requirements
Duty to Report: Mandated Reporter **	X	X	X	X	X		X	
Preventing Sexual Harassment for Managers & Supervisors	X	X					If applicable	
Preventing Sexual Harassment for Workers			X					
Keeping Your Church Safe	X	X		X				
Abuse Risk Management for Volunteers			X		X		X	
Power & Relationships	X	recommended						
Keeping Your Overnight or Day Camp Safe	If applicable	If applicable					X	
Recognizing Abuse and Exploitation in Elder Serving Programs	X	recommended				X		
Abuse and Neglect								X
LiveScan Background Check***	X	X	X	X	X	X	X	

\* A "child and youth administrator" is anyone overseeing or coordinating a program or ministry for people under 18 years of age, either paid or volunteer. A "regular volunteer" is someone who volunteers with people under 18 years of age for more than 16 hours in one month, or 32 hours in one year.

**\*\* Free Mandated Reporting Training Through the State:** Free training is available through the State of CA website, [mandatedreporter.ca.com](https://www.mandatedreporter.ca.gov). To complete the training, it requires that:

- Non-ministerial employees must complete the 4 hours of General Training.
- Ministerial employees (clergy) must complete the 4 hours of General Training, followed by the 2 hours of clergy training, equaling 6 hours total.
- Volunteers must complete the 2 hours of “Volunteer” training.

Each person will need to make sure that on completing the training they print their certificate of completion before closing the training module, because that certificate cannot be accessed once the module is closed.

\*\*\* If 18 years or older