Instructions for Accessing Praesidium Academy Training
and Requesting Sterling Volunteers Background Checks

All **clergy** with active ministries in the Diocese, **those in the ordination process**, and those engaged in **any** ministry with children and youth or vulnerable adults are required by our diocesan Safe Church policies to complete Safe Church training and/or have a public records/background check (Please refer to Appendix A-1 and A-2 for specifics).

Creating access to the online training and background checks for those in your congregation:

1. Wardens and/or clergy-in-charge of a congregation identify a person to gather the following information for **lay** volunteers who are currently engaged in one or more of the ministries in Appendix A-1 and A-2: name(s), email address(es), and the congregation. *For clergy, and those in the ordination process, requirements for training and background checks will be handled through the Diocesan Office.*

2. Wardens and/or clergy-in-charge send the above information to the Diocesan Office (office@ndepiscopal.org).

3. Diocesan Office submits the information provided by congregations to Praesidium Academy and to Sterling Volunteers (the vendor contracted to conduct the background checks for **lay** volunteers).
   NOTE: Background checks for **lay** volunteers are done through Sterling Volunteers. Background checks for **Clergy** and **those in the ordination process** are conducted through Oxford Docs. Clergy and those in the ordination process should contact the Diocesan Office to arrange for them when needed.

4. Each individual on the list receives **two** emails:
   - one from Praesidium Academy (Praesidium Do Not Reply), the online training site, AND
   - another email from Sterling Volunteers (Sterling Volunteers; "Invitation from The Episcopal Diocese of North Dakota"), the vendor who conducts the background checks for **lay** volunteers.

   These two different emails will allow recipients to set up accounts in their names for each site (Praesidium Academy and Sterling Volunteers) in order to access and complete the various training courses and request a background check. Individuals should be sure to save their account information (login and password) for these sites. The Diocesan Office will not have access to that information.
   > **Caution:** individuals should monitor their spam/junk folders for these emails.
   - The email from **Sterling Volunteers** will include a link (Order My Background Check) and some brief information about the process. To complete the order individuals will need their:
     - Social Security Number
     - Driver's License Number (NOTE: Do NOT include hyphens in the driver's license number)

- Current mailing address, length of time at that address, birth date, etc. for the request. **CAUTION:** be sure to enter all information correctly/accurately. Remember to check for typos.

After individuals "click" to submit the request, they will receive a confirmation email from Sterling Volunteers. The Diocesan Office will let congregations know once the background/public records checks have been completed.

NOTE: Cost of these background checks will be paid by the Diocese through the end of 2023; subsequent background checks will be the responsibility of the congregation and/or the individual.

- The email from **Praesidium Academy** will include a code that allows the recipient to create an account and access the various training courses. Individuals should be sure to preserve their account information (login and password) for this site as well. The Diocesan Office will not have access to that information.