



Office of Human Resources

## Safe Environment Certification Instructions

The Safe Environment Certification process consists of 2 Steps:

Step 1: Safe Environment video and quiz

Step 2: Fingerprinting

Please begin by visiting: [www.orlandodiocese.org](http://www.orlandodiocese.org). Click on the Safe Environment Certification box at the top of the homepage. Please read instructions and follow the steps carefully.

### **Step 1: Safe Environment Video and 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 take the quiz.
3. Enter the Entity Code provided by your parish/school office: 296  
Choose your role/applicant type: volunteer, employee, vendor, clergy, or deacon.  
Click on "Next" to take the 20 question quiz.

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. If you fail the quiz, you will be directed to Step 1.

Once the Safe Environment 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.

### **Step 2: Fingerprinting**

Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com) to register for your fingerprinting appointment. You will need an email address for this part of the process. If you do not have an email address, please contact your diocesan entity (parish/school office) for assistance.

Please enter the Fieldprint Code on the "Reason for Fingerprinting" screen when prompted.

Continue on to complete the Fieldprint registration and schedule your fingerprinting appointment.