

SRA Talk  
Thursday, March 10, 2022, 11:00 a.m.

Welcome

## **RECERTIFICATIONS**

Since Praesidium Academy launched last July there have been problems accessing their system for our online recertification training courses. We have made changes that should correct these problems:

The problem:

- The original recertification correspondence that an applicant received asked them to look for an email from Praesidium Academy to follow. This email was supposed to give them access to the required courses. Many applicants were not finding the email and/or their processes were deactivating before they were provided access.
- We discovered that the email had either delivered back in July when the Academy launched (for those who already had history in the system) or delivered before the Safeguarding Records System (SRS) email delivered.

The solution:

- Access information to Praesidium Academy will now be provided in the correspondence from Safeguarding. Applicants will no longer be waiting on an additional email from Praesidium Academy.
- Applicants may still receive an email from Praesidium Academy, but it will not be necessary.
- In addition, the landing page in Praesidium Academy now includes instructions about which courses are required for each certification.

*The outcome has been that we are not receiving almost any requests for access. This seems to be working!*

## **PRAESIDIUM ACADEMY ADMINISTRATOR**

If any of you want to gain access to Praesidium Academy, as an administrator please contact me. This would allow you to access the training course progress of your applicants in recertification. Being a Praesidium Administrator is not a requirement but is available to you. Our office is always available to confirm an applicant's progress as needed.

*I had three more SRAs take me up on this offer, and we had some already accessing Praesidium Academy.*

## Marty Brickley

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**From:** mbrickley@epicenter.org  
**Sent:** Wednesday, January 5, 2022 12:50 PM  
**To:** Marty Brickley  
**Subject:** Safeguarding God's Children - Online Training Instructions

Dear Ethan Evans,

You are signed up for Online Training for Safeguarding God's Children (SGC) Recertification.

This certification must be completed by 2022-02-04.

Please use the following link and login information to access the required courses:

- a. **URL:** <https://www.praesidiumacademy.com/learn>
- b. **Username:** mbrickley@epicenter.org
- c. **Password:** You will establish your own confidential password.

Please save this email and make note of your password for future reference.

You are required to complete these **TWO (2)** online training courses:

- a. Abuse Prevention Refresher



b. Policies: Episcopal Diocese of Texas Safeguarding God's Children



Thank you.

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Estimado/a Ethan Evans,

Está inscrito en Online Training for Salvaguardando a los Hijos de Dios (SGC) Recertification.

Esta certificación debe completarse antes del 2022-02-04.

Utilice el siguiente enlace y la información de inicio de sesión para acceder a los cursos requeridos:

- a. **URL:** <https://www.praesidiumacademy.com/learn>
- b. **Usuario:** mbrickley@epicenter.org
- c. **Contraseña:** creará su propia contraseña confidencial.

Guarde esta información para referencia futura.

Debe completar estos **DOS (2)** cursos de capacitación en línea:

a. Abuse Prevention Refresher



b. Policies: Episcopal Diocese of Texas Safeguarding God's Children



Gracias.

## **30-DAYS FOR SGC PROCESSES**

We also made a change in the SGC certification process emails to better support our policy that these certifications needed to be complete within 30 days of hire or start date. Here is an explanation:

1. An applicant would receive an email letting them know they had 90 days to complete their SGC certification before the process would deactivate in SRS. Realistically we knew that things happen and sometimes more time might be needed.
2. What this was not doing was making it clear that they needed to complete the process within 30 days of hire or start date to abide by the policy. This made the deadlines blurry between policy requirements and what the system would allow before deactivating the process.
3. The emails will now inform SGC applicants that they have 30 days to complete their process as a deadline. This is especially important for new hires or new volunteers.
4. SRS will still provide 90 days before it deactivates the process. The outcome is that the applicant sees that they have a 30-day requirement, but the system will not deactivate it until 90 days providing grace to the process.

## **INTERNATIONAL BACKGROUND CHECKS - Plus praise for great job on reviewing checks!**

We have the question on applications regarding international addresses. We originally thought that Covenant was set up to run those for us. They were set up to run them for Mexico or Canada, but not for other countries. So, it has taken me awhile to get this set up so that I can run them. I am now set up to run the International Background Checks. Attached are instructions on what to do if you are alerted that an applicant has an international address within the last 10 years. **Tip:** Go ahead and approve U.S. Background Check while waiting on an International Check allowing the certification to proceed.

## **AUTOMATED FORMS**

We are automating as many of our forms as we can. The next ones in line are:

1. Trainer Agreements
2. Policy Review Confirmation Forms
3. Notification of Staff Changes Form

## **TRAINER AGREEMENTS**

1. We will be sending the agreement out in the next couple of weeks.
2. We are waiting on the form to be automated.
3. Thank you to all of the trainers adding trainings to the calendar. We need for trainers who have taken the Refresher trainings to step up and provide them for their locations. Tracy Jae has gone on to pursue her own work and is no longer providing trainings for us, and Richard is pausing training for a time.
4. Please review who your trainers are and ask them to enter trainings as you have need.
5. Encourage them to provide open trainings when they are comfortable to do so and consider Zoom offerings.

**REMINDER THAT DANIELLE TATRO IS THE SRA FOR ALL CLERGY.**

**WHAT ARE YOU NEEDING HELP WITH THE MOST?**

## International Background Check Instructions for SRAs:

When an International Address is noted in the Application for Safeguarding Certification:

1. Determine which years the person was living internationally, and for how long.
2. Consult with the Safeguarding Office to determine if the International Background Check is required. You can reach out to:
  - a. Katherine Muhlenbruch [kmuhlenbuch@epicenter.org](mailto:kmuhlenbuch@epicenter.org) or 512-609-1892
  - b. Tracy Cramer at [tcramer@epicenter.org](mailto:tcramer@epicenter.org) or 512-609-1886
  - c. Marty Romero Brickley at [mbrickley@epicenter.org](mailto:mbrickley@epicenter.org) or 512-909-5054.

If it is determined that an International Background Check is needed:

Please provide the following to Marty Romero Brickley at [mbrickley@epicenter.org](mailto:mbrickley@epicenter.org)

1. Dates applicant resided at each international address (MM/YYYY)
2. Any other legal names the person may have used (examples may include maiden names, shortened or abbreviated names, former names that may have legally changed, etc.)
3. City, State and Country of birth
4. Mother's Maiden Name
5. Mother's Full Name
6. Father's Full Name
7. If no SS#, then Government ID information; Passport # will work
8. Copy of Driver's License, front and back, and in color showing all edges of the card
9. **INTL GOVERNMENT ID** - A legible, uncut, color copy of your national ID card. A Passport will work for this, the picture must show all edges of the card.
10. An additional consent form may be requested by country. This will either be supplied by our office or First Advantage will request it directly from the applicant.

Thank you,  
The Safeguarding Office