

NCYC Safe Environment Compliance Form

Adults participating in the National Catholic Youth Conference as volunteers and independent contractors (speakers, artists, etc.) must comply with a **safe environment program**. NFCYM strongly prefers adults complete the program for their home diocese (school, organization, or company) as this is where adults most frequently serve.

Clearance Verification By Home Diocese (Parish/School/Organization/Company)

Your duly appointed local safe environment official must complete this form. EMAIL a PDF or JPG of the COMPLETED FORM as outlined below. **KEEP A COPY FOR YOUR RECORDS.** (See reverse side for instructions if not cleared by a parish/school/diocese/organization.)

CONTRACTORS

Email: ncyc@nfcym.org

Due Date: ASAP / October 15

VOLUNTEERS

Email: volunteers@nfcym.org

Due Date: ASAP / October 15

(We cannot process verification forms after November 1)

With my signature below, I notify NFCYM that the listed individuals comply with our (arch) diocese's policies under the Charter for the Protection of Children and Young People set forth by the U.S. Conference of Catholic Bishops.

Role(s) @ NCYC		Participant Name (First & Last)	Safe Environment Training Date	Background Screening Date
Contractor	Volunteer			

I, _____, _____ for _____
COMPLIANCE OFFICER'S FULL NAME COMPLIANCE OFFICER'S POSITION/TITLE

_____ in the (Arch)Diocese of _____
PARISH/SCHOOL/ORGANIZATION

warrant that I am authorized to make this declaration.

Signature

Date

Email Address

() _____
Direct Phone Number

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YOUTH PROTECTION TRAINING THROUGH BSA

NFCYM requires that you complete the online youth protection training course from Boy Scouts of America (BSA) if you are not safe environment trained with your home diocese or sponsoring company/organization.

1. Go to <https://my.scouting.org>
2. Click on Create Account.
3. Once your account is set up, navigate to the BSA Learn Center, scroll down the page until you see Programs, and click on “Youth Protection Training.”
4. You must complete either “Mandatory-Youth Protection Training” or “Capacitación de Protección Juvenil–Mandatorio.” At a minimum, completing the course takes 72 minutes in English/83 minutes in Spanish.
 - Content will not play automatically. You must click at the end of the content to advance to the next page.
 - You cannot fast-forward, but if you are interrupted, you should be able to resume the training where you stopped.
 - There are Knowledge Checks at the end of each section.
 - Any time the training references the “Scout Executive,” you should mentally replace that with NFCYM Executive Director. Christina Lamas. She can be reached by phone or text at 202-301-5160.
 - [Click here](#) to find your state’s child abuse and neglect reporting number.
5. The system will generate a certificate 24 to 48 hours after completion. Please download the certificate and email it as instructed.
 - a. Contractors: ncyc@nfcym.org
 - b. Volunteers: volunteers@nfcym.org

BACKGROUND SCREENING

NFCYM uses SecureApplicant to screen volunteers and independent contractors. To verify your identity, you will need your passport, driver’s license, or state-issued identification card.

1. Go to <https://secureapplicant.com/business/national-federation-for-catholic-youth-ministry-inc/>.
2. Click on Apply Now.
3. Scan the QR code with your phone or tablet’s camera **OR** visit <https://docupass.app> and enter the reference code on the screen.
4. Take pictures of your selected identification as instructed and submit.
5. Select your role from the list and click Continue.
 - You only need to enter “Alternate Names” if you currently or have used an unrelated alias (ex., Maureen Gross, aka Taylor Swift).
 - NFCYM **cannot** see your personally identifiable information (PII). Only the last four digits of your SSN will appear on any reporting.

It will take approximately five business days for NFCYM to receive your screening results and review them for approval or denial (if charged or convicted of a [disqualifying offense](#)). You will also receive a copy of your results. If you believe your report contains erroneous information, please contact [BIB](#) to resolve it.