

## HOW TO GET SAFE ENVIRONMENT CERTIFIED - FOR THE DIOCESE OF OAKLAND

### I. GET FINGERPRINTED:

- a. Click on the link and Print the BCIA\_8016\_Oakland\_Diocese
  - i. [BCIA 8016 Oakland Diocese](#)
- b. Applicant Information SECTION
  - i. Fill IN everything except for the Bill Number and Misc. Number
- c. Make 3 copies of the form. You are now ready to go to any Fingerprinting Place

### II. TAKE THE SAFE ENVIRONMENT COURSE (VIRTUS ONLINE)

1. Please login to [VIRTUS® Online \(virtusonline.org\)](http://virtusonline.org)
2. Create an Account if you don't have one (Make sure to remember your login and password)
3. Select your organization = Oakland, CA (Diocese)
4. Select "Begin" to start the registration process.
5. Fill in your information 6. Select your Parish as your primary location.
7. Select "NO" on the following page.
8. Check the Volunteer check box
9. Title or Diocesan function: = "Youth Volunteer"
10. Next page you can leave unchecked.
11. Click Yes on the next page.
12. Complete your Registration you will be taken back to the login page.
13. Login with your credentials o. Take the "Protecting God's Children® Online Awareness Session 3.0"
14. If the "Protecting God's Children® Online Awareness Session 3.0" is not expired, please print a copy of the certificate.
15. When printing select the printer "Microsoft Print to PDF" option. Then hit print.
16. It will prompt you to save the document.
17. Please name the document "YourFullNameSafeEnvironmentCertificate".
18. If the "Protecting God's Children® Online Awareness Session 3.0" is expired, please retake the course, then follow steps 15-17.
19. Upload a copy of your certificate to [SHIELD CERTIFICATE UPLOAD | fcjcnorcal](#).