

## **School Volunteer or Substitute Teacher**

If you are interested in volunteering or substituting at Sacred Heart Cathedral School or any of the schools or parishes within the Diocese of Pensacola-Tallahassee, please see Mrs. Boland in the school office. You will need to pay the appropriate fee (see below) to receive the packet of required paperwork.

In addition to completing the two on-line Safe Environment courses through “Shield the Vulnerable”, all Diocesan Employees and Volunteers are required to have a Level-2 Criminal Background Search completed and approved before employment or volunteering may begin.

## **How To Make Your Fingerprint Appointment**

Pay Your Fee: After paying the appropriate fee to the school (\$55 for Volunteers and \$65 for Employees including Substitute Teachers) you will receive a code to go [www.fieldprintflorida.com](http://www.fieldprintflorida.com). The code will allow you to register for an appointment to be fingerprinted without paying an additional fee. The school will then be billed for the fingerprinting services.

You will register by entering your E-mail Address, Usercode, Password and Security Question.

Reason: Choose: FL-AHCA/DCF/VECHS

Fieldprint Code: Enter the code for Employee or Volunteer given to you by our school office.

Personal Information: Enter as directed

Demographics: Enter as directed

Additional Info: Choose SCHOOL and then Sacred Heart Cathedral

Employer Info: Sacred Heart School, 1603 N. 12<sup>th</sup> Avenue, Pensacola, FL 32503, 850-436-6440

Schedule Your Visit/Appointment: The UPS Store, 707-B East Cervantes Street, 850-433-8334

**Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.**

## **Online Course Completion through “Shield the Vulnerable”**

All substitutes and volunteers must complete the course called “Recognize, Report & Prevent Child Abuse” and “Detecting Predators”. Go on-line to “Shield the Vulnerable” <http://www.shieldthevulnerable.org/>

Enter – Organization: Catholic Diocese Name: Pensacola-Tallahassee (FL)

Enter - Demographic Information / Usercode / Password / E-mail Address

Enter – Status: Volunteer or Employed

Enter – Elem School / Pensacola / Sacred Heart (078)

Enter - Primary Duty: Coach / Office Help / Teacher / Employee / Other

Please e-mail Dyna Boland or print a copy of your certificates and send to the school office indicating that you have completed the required coursework.