

**PRINT DIRECTIONS IMMEDIATELY**



The Diocese of Fond du Lac provides access to online courses covering several prevention topics as it strives to be a safer church. All courses are available, but which courses you will take depends on your role in church work. For questions, please call the Diocesan Office at (920) 830-8866.

**ENROLL**

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1. Visit [praesidiumacademy.com/redeem](https://praesidiumacademy.com/redeem).
2. Enter first and last name, email address, created password, and confirm password.  
Record your PASSWORD: \_\_\_\_\_ for future reference.
3. Enter code **reg-episdioponddulac-334-diocese** and click Validate.
4. Agree to terms and conditions and click Redeem.
  - a. If you see a message of code already redeemed the code, you are already enrolled.  
Click Sign In above the name boxes.
  - b. A new user is asked a few questions, then on to the Academy Dashboard.

**PREPARE**

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- **Right place, right time** – Set conditions for learning with no interruptions, no texts, and no distractions. Plan 10-15 minutes for each course. Best practice is completing only two or three courses in each session.
- **Take your time** – Be patient. Read carefully to fully understand content. Absorb what you've learned. Finish each course completely in one sitting.

**SIGN IN**

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1. Visit [praesidiumacademy.com](https://praesidiumacademy.com), click Sign In.
2. Enter Email Address and Password (or use the '*Forgot your password*' link).
3. Scroll down, find the course to take.
4. When courses are complete save or print a completion certificate for yourself or your congregation (Certificates > View Certificate).

**COURSES**

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Courses to complete depend on your role in church work. They are in two areas: child abuse prevention and adult misconduct prevention. A course list is provided on the next page. There are supplemental courses available which may also be completed to create a safer church. Some congregations or entities may ask you to complete one or more of these courses as well.

## **Child Abuse Prevention Courses**

*Working with children and youth in a church setting.*

**SET A:** All persons who completed child abuse prevention courses over three years ago.

- Abuse Prevention Refresher**  **Know Your Policies**

**SET B:** All persons who have not completed child abuse prevention courses in Praesidium Academy.

**B1**–Volunteers working occasionally with children or youth under supervision (examples: Sunday School teacher, occasional nursery volunteer, adult assisting with youth group).

- Abuse Risk Management for Volunteers**  **Know Your Policies**

**B2**–Volunteers working regularly with children or youth (examples: Sunday School director, regular nursery worker, youth group volunteer, summer camp staff).

- Meet Sam**  **It Happened to Me**  
 **Preventing Sexual Activity Between Young Children**  **Keeping Your Church Safe**  
 **Social Media Safety**  **Know Your Policies**

**B3**–Clergy or lay employees.

- Meet Sam**  **It Happened to Me**  
 **Preventing Sexual Activity Between Young Children**  **Keeping Your Church Safe**  
 **Social Media Safety**  **Know Your Policies**  
 **Duty To Report: Mandated Reporter**

**SET C:** All persons who work with children or youth in a special setting.

- C1**–Diocesan summer camp  **Keeping Your Camp Safe**  
**C2**–Day long or multi-day activity (example: VBS)  **A Day at Day Camp**

## **Adult Misconduct Prevention Courses**

*Working with adults in a church setting.*

**SET D:** All persons in a church leadership position (examples: warden, vestry member).

- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith for Congregations**  
 **Safeguarding God's People: Preventing Sexual Harassment for Workers**  
 **Know Your Policies**

**SET E:** All persons who work with adults in a special setting.

**E1**–All persons who work regularly in a specialized ministry (examples: feeding program, thrift shop).

- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith for Ministries**

**E2**–Clergy and lay employees who supervise other church workers.

- Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors**

## **Supplemental Courses**

*Additional courses for a safer church. Some congregations or ministries may require completion of some of these.*

- Policies: The Episcopal Church Model Policy for the Protection of Vulnerable Adults**  **Safe Church, Safe Communities: Abuse & Neglect**  
 **Policies: The Episcopal Church Model Policy for the Protection of Children and Youth**  **Safe Church, Safe Communities: Bullying**  
 **Recognizing Abuse and Exploitation in Elder Serving Programs**  **Safe Church, Safe Communities: Healthy Boundaries**  
 **Safe Church, Safe Communities: Introduction & Theological Background**  
 **Safe Church, Safe Communities: Organizational Rules & Policies**