

St. Bernard's Elementary School follows the guidelines of the Diocese of Worcester and the mandates of the Commonwealth of Massachusetts in requiring that all Administrators, Teachers, Staff, Substitute Teachers, Coaches and Volunteers who will be working with students in any capacity, complete the following:

1. **CORI Request Form** – Form needs to be posted. STB needs a copy of the Driver's License – front and back – submitted with the completed and signed CORI Request Form to the **STB Office**. No cost.
2. **Code of Ministerial Conduct** – Four pages front to back need to be posted so that this may be read prior to signing the form. Form needs to be posted. Code of Ministerial Conduct Form needs to be completed and submitted to the **STB Office**. No charge.
3. **Safe Environment Training** – Available online. Contact Cathleen Peloquin at The Office for Healing and Prevention to initiate the online course of approximately 45 minutes duration. Print the certificate at the conclusion of the program, which needs to be submitted to the **STB Office**. No cost.

Email contact: cpeloquin@worcesterdiocese.org

4. **Fingerprinting** – The Statewide Applicant Identification Services (SAFIS) MorphoTrust USA Identogo registration website is now available for all school districts, charter schools and private schools to begin scheduling fingerprinting appointments. The closest location is in Leominster, MA.

Identogo website: <http://www.identogo.com/FP/Massachusetts.aspx>

Provider: Diocese of Worcester

Provider ID#: 40000500

\$35.00 Coaches/Volunteers/Non-Professional Staff Member

\$55.00 Professional Staff/Administrators