

# How do New Personnel “Level C” Complete the steps of Initial Compliance?

They enter themselves into our database... read on!

*Level C personnel are those who are required to complete a criminal background screening and safe environment training.*



# If the person is a volunteer...

Thank you for being a volunteer in leadership with children and/or teens. Please complete the following:

1. Complete The level C form found at <https://dioceseofraleigh.org/sites/default/files/inline-files/2024-Level-C-References-form-English-fill-web.pdf> and give it to the place where you will be a volunteer
2. The site where you will be volunteering (school/parish or other ministry) will direct you to complete the online application for a criminal background screening in a system called COMPASS. *As you do this you are also signing up for annual Safe Environment Training renewal.* You will be given an access code for this site; <https://dioceseofraleigh.safeenvironment.org/login/index.php> The ministry site will call your references.
3. Complete Initial Safe Environment Training by attending a session at your parish or by attending a webinar hosted by the Diocese of Raleigh. (<https://dioceseofraleigh.org/calendar?office=2249>)
4. This process may be completed in 5 to 10 business days

If you have trouble navigating the Compass site call 1-984-220-9949 or use the email and chat message part of the site

For background screening help call ISP at 5612-891-6102

# If the person is an employee

Thank you for being a part of the Diocese of Raleigh. Complete the following:

1. The site where you will be employed (school/parish or other ministry) will direct you to complete the online application for a criminal background screening. The offer of employment is contingent upon satisfactory results of the criminal background screening.
2. They will provide the access code for the online process that begins at this site <https://dioceseofraleigh.safeenvironment.org/login/index.php>
3. Complete all the need paperwork for becoming a new employee. This will be provided to you by the site which has made the offer of employment.
4. The new employee will complete Initial Safe Environment Training by attending a session at a parish or by attending a webinar hosted by the Diocese of Raleigh.
5. This process may be completed in 5 to 10 business days (depending on screening and training)

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# All other personnel who require a background check will proceed through the steps below.

1. The ministry site where you will be active (school/parish or other ministry) will direct you to complete the online application for a criminal background screening. As you do this you are also signing up for annual Safe Environment Training renewal.
2. The ministry site will provide the access code for the online process that begins at this site <https://dioceseofraleigh.safeenvironment.org/login/index.php>
3. Complete all the need paperwork that will be provided to you by the site where you will be active.
4. New personnel will complete Initial Safe Environment Training by attending a session at a parish or by attending a webinar hosted by the Diocese of Raleigh [Diocesan Event Calendar \(dioceseofraleigh.org\)](https://dioceseofraleigh.org).
5. This process may be completed in 5 to 10 business days (depending on screening and training)

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