



Directions for taking SafeCARE training

There are 5 steps to completing the SafeCARE approval process:

1. Read the SafeCARE policy and instructions.
2. Print and complete the SafeCARE application, and sign the SafeCARE Consent Form and bring it to the Academy office.
3. Watch the SafeCARE training video online.
4. Take the SafeCARE test.

Go to the following website: <http://www.pinewoodpca.org>

- Select “Resources” then click “SafeCARE”
- Read our SafeCARE policy and instructions.
- Click on “SafeCARE Application”
- Print and complete the SafeCARE application form, with the consent at the bottom, go back to the SafeCARE screen. (Be sure to bring the completed application and signed consent to the Academy office. A background check cannot be completed without the consent form.)
- Click on “View Training Video and take quiz” on the right side of the of the SafeCARE screen
- A new window should come up. Click on the “click here to join” below the login on left side of screen.
- Select “Join using church’s SafeChurch access key”, click “Next”
- Read and scroll down the SafeChurch User License Agreement. Click “I Accept”
- Enter **e85ebgak** for the access key, click “Next”
- Enter appropriate data as you would on any new membership site. Click “Next”
- Continue to input pertinent information, select “Volunteer” for job title, click “Next” and then “Finish”
- Click “Training” near the top center of the screen, click “[+]Children and youth safety”, click “[+]options”, then click “ACT to keep children’s ministry safe”
- Watch the 20 minute video, read the four page PDF outline and take the test. The site administrator can see who has watched the video and taken the test as well as their score.
- You may also print out the “Certificate of Completion” if offered, and bring it to the Academy office.

You will be notified after the completed application is received online, the training and test have been successfully completed, and a signed consent form is received in the school office. If you have any questions please call the school office at 904-272-6408.