In order to begin the Diocese of Victoria’s online application/background check, please logon to the following web-site:

http://www.victoriadiocese.org

Scroll to the middle of the page and hover over the words Safe Environment. Click: “Required Online Application/Background Check”.

Begin your online application by clicking the on-line application/background check link.

As you prepare for your activities, remember that all adults who have regular contact with young people and/or vulnerable adults are required to complete Safe Environment training.

This Training has three components:

1. An on-line application/background check must be completed and submitted. NOTE: This is NOT an application for employment consideration. CLICK HERE TO PRINT STEP-BY-STEP PICTURE INSTRUCTIONS.

2. Child abuse awareness and prevention training titled, “Keeping Kids Safe” presented by the Diocese of Victoria must be attended within 90 days of the completion of the on-line application/background check. (Diocesan clearance and approval must be obtained before volunteer/employment positions may begin. Applicants may log back into their application within 72 hours to check clearance status. Only applicants who are prohibited from working with children and youth will receive written notification of this decision.)

After the application/background check has been submitted, you have 90 days* to complete the SAFE/CPC training.

*In some cases, the parish/school may require you to complete the class PRIOR to beginning employment or volunteer services.

3. An orientation session regarding the “Code of Pastoral Conduct” and the “Policy Regarding Sexual Abuse of Minors” must be attended.

*Components 2 and 3 are offered at the parish level and school level simultaneously. This process is mandatory for all new applicants.
Create a user ID and password:

This is the Diocese of Victoria Safe Environment Database, eApps. Click on the “click here” link to begin your registration.

Create a unique User ID and Password and then enter your name and date of birth, making sure to follow the mm/dd/yyyy format. Please do not forget your User ID and Password.
This is the bottom of the registration page. Once all of the information is entered, click on the ‘Submit Registration’ button.

If all of the information is entered correctly this screen will be shown. If there is a problem with what was entered, the program will come back and list all of the errors at the top of the screen. Click on the ‘click here’ link to continue.
This is the Application Overview screen. Proceed through each of the questions by clicking next to the red "x's". Once they are complete, a green check mark will appear. **When all areas are marked with a green check mark, submit the application.**

Once the application is complete, this button will highlight. Click the "Submit Application" button and wait for confirmation of submission.
This message will appear if the application was submitted successfully.

After submitting your application, please Sign Up for a Workshop by clicking on the “Click Here” link to return to the Application Overview page.

Once on the Application Overview, click on the “Sign Up for a Workshop” link.
You will be directed here where you can pick a date range or a site/location to take your SAFE/CPC live class. Simply click on “Sign Up” and you are signed up!

After the application/background check has been submitted, you have 90 days* to complete the SAFE/CPC training.

*In some cases, the parish/school may require you to complete the class PRIOR to beginning employment or volunteer services.