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**To:** All CORI Trainers

**From:** Debora Jones, Coordinator, Office for Child Protection

**CC:** File

**Date:** October 28, 2009

**Re:** New Sign-In Form

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Attached is the new sign-in sheet that is to be used anytime you conduct a Sexual Abuse Prevention training. Please use this form **only** from this point forward, as past and current forms have varied considerably and are not all in compliance with audit standards. **Please note that any sign-in sheets sent to us that are incomplete or not on this form will be returned and will need to be redone.** This is to maintain consistency and to ensure full audit compliance.

Please also remember to do the following things when using this form:

- Make sure that all the information is completed in ink. Signatures in pencil are not acceptable for audit purposes, as in theory, they can be erased or changed. You may need to bring pens to your training class so that everyone has one, but it is good to be prepared so that you won't have to scramble the day of the training.
- Please print the name of the trainer in the appropriate blank at the top so that it is easily legible, and indicate if the trainer is a principal, DRE, etc. Also include the date and location of the training and be sure to check the box indicating whether you are training for a school or parish. We have some locations that have both a parish and a school by the same name and it makes things much easier for everyone handling this form if we know which is which.
- **Please note:** If you are a new principal and have not completed the train the trainer session with me, you must call me and arrange a time to go over the training process. It is quick but it is required, so please call me and I will be happy to come to your school or parish.
- **Please note:** If you are a new DRE and your name is not listed in the Diocesan directory, please contact me ASAP. I need to have a current list of all those who are responsible for training at every site and of all those who are trained to train at every site.
- Make sure that you have enough copies of the sign-in sheet so that everyone can sign on the front of the page. **NO** signatures on the back will be accepted, as it

creates a lot of extra time when we have to go back through old records to try to find signatures.

- In the column on the far left (gray box at the top), the trainer must initial and circle his/her initials next to each attendee's information. This is a way of providing additional assurance to auditors that the names on the sheet were actually present at the training, as no names can be added afterward without it being obvious.
- Since this is a generic form that I also use for off-site trainings, please remember to have the attendees fill in the school or parish in which they serve. If they serve in more than one, please have them list all of them so that we can put them on the list for each site.
- When you are training a large group, please fill up an entire page before using another one. This is also a safeguard for audit purposes.
- Do not fill in the page number. I will do that when they are returned to the CSS office.
- As always, please remember to attach the completed CORI forms and photo ID for each attendee so that each person may receive proper credit for attending the training. If the CORI and/or the ID is not attached, what you submitted will be returned to you for completion.
- Faxed copies of the sign-in sheets, CORI forms or photo IDs are not acceptable unless you have made prior arrangements with us. Please call if you have questions.
- Special note: Please remember that it is your responsibility to review every CORI form that is sent to us to ensure that it is absolutely complete. We have been receiving a number of forms that lack volunteer/employee signatures, town, parish/school information, etc. They are separated when they arrive here, so sometimes, we do CORIs on people and have no idea where they work or volunteer and have no way of letting you know that until you call to see what is taking so long. It is imperative that every section is filled out fully. If you have questions about what you need to fill out and what the volunteers/employees need to fill out, please let me know and I can walk through it with you over the phone.

If you have any questions, please feel free to contact me. My goal in making these changes is to standardize what is being done throughout the Diocese so that we are more efficient and so that we have better audit results.

Thank you again for your commitment to keeping our children safe. I appreciate your hard work and am looking forward to working with you to improve and streamline our processes where possible.

Blessings to you!