**Template**

**For Key Holder (Altar Guild, Building Hosts and Renters)**

Hello and welcome to the Praesidium Academy as developed by Church Pension Group (CPG) of The Episcopal Church. **Please print out this email and read it carefully prior to completing your Safeguarding Modules.**

**Step One:** Upon receipt of this email, you will need to create your own Learner’s Account using your email and unique password. Should you lose your password, only you can reset it by going to the Praesidium Academy’s website and clicking “forgot password.”

**Step Two:** Once logged in you may start your training. There are many trainings to choose from. Some trainings are offered in the following languages: English (ENG), Spanish (ES) and French (FR). You may select your preferred language, if available.

The first training you should take is Safe Church, Safe Communities: Introduction & Theological Education. The remaining training modules may be taken in any order.

**Step Three:** After completing your training, you will need to download your transcript. This transcript verifies that your training is complete and the date it was finished. You should give this to your parish contact.

**Questions:** Should you have questions about when your training should be complete, please check with your parish contact. Should you have questions regarding Praesidium Academy, please email Jimi Paderick ([jpaderick@diocese-eastcarolina.org](mailto:jpaderick@diocese-eastcarolina.org)).

**Current Training Modules Available:**

-Safe Church, Safe Communities: Introduction & Theological Education (Take first)

-Policies: The Episcopal Church Model Policy for the Protection of Children and Youth

-Policies: The Episcopal Church Model Policy for the Protection of Vulnerable Adults

-Safe Church, Safe Communities: Healthy Boundaries

-Safe Church, Safe Communities: Organizational Rules & Policies

- Duty to Report: Mandated Reporter