RECERTIFCATION PROCEDURE FOR ANYONE WHOSE FIRST CERTIFICATION WAS PRIOR TO SRS (2012 or 2013)

If the person was certified prior to SRS in 2012 and is due to recertify anytime in 2017 you now have the option to offer them the online option for the training portion of certification. This will apply in 2018 as well for those who were certified prior to SRS in 2013.

It is available for both SGC and SGP and both the Regular Full Process and Training Only Process.

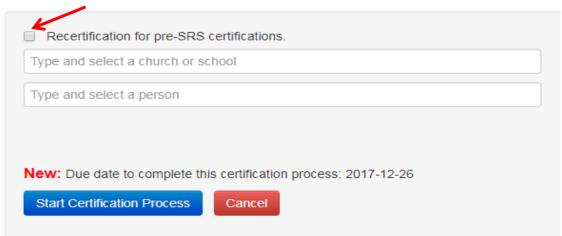
First: Start the regular certification process by clicking "Start Certification Process".



Second: Click on the box **Recertification for pre-SRS certifications.**

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Start Certification Process



Third: Enter the Church, School or Organization and then enter and select the person's name and click **Start Certification Process**.

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Start Certification Process

Recertification for pre	-SRS certification	s		
ype and select a churc	h or school			
ype and select a perso	n 🗸			
ew: Due date to co	lete this certification	on process: 201	7-12-26	

You will then see the option for In Person Training or Online Training. Select one.

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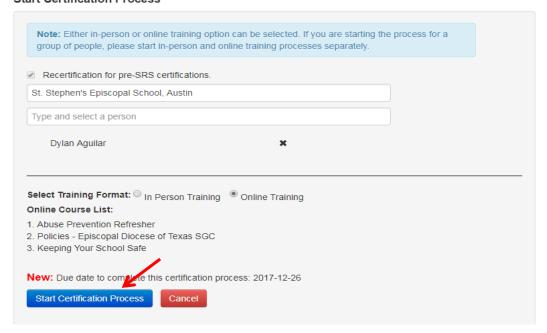
Start Certification Process

Note: Either in-person or online training option can be selected. If you are starting the process for a group of people, please start in-person and online training processes separately.
Recertification for pre-SRS certifications.
St. Stephen's Episcopal School, Austin
Type and select a person
Dylan Aguilar Select Training Format: In Person Training Online Training
Select Halling Format. In Person Training Online Training
New: Due date to complete this certification process: 2017-12-26

If you choose the Online option you will see the courses required. Churches will have two modules, Schools and Camps will have three. You will then click **Start Certification Process**. The process will continue just like the Recertification Tracks. Completion of the modules will automatically upload to the individual's certification process.

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Start Certification Process



Please call the Safeguarding Office if you need any further assistance. Thank you.