

DETROIT CONFERENCE PROTECTION CERTIFICATION TRAINING MANUAL

Certification / Re-certification Procedures Checklist

All laity persons, paid or volunteer, and clergy seeking certification or re-certification shall:

1. be at least 16 years of age and upon turning eighteen (18) years of age, they must apply to re-certify as an adult.
2. be an active member of a local United Methodist Church congregation, or be active in a United Methodist Church ministry setting for at least 6 months at time of application.
3. complete a Detroit Conference Certification or Re-certification Application.
4. grant written permission for a criminal background check with appropriate law enforcement agencies.
5. complete an application for driving participants during events/activities, if applicable.
6. provide three references *from unrelated persons* of legal age (18 years or older) who have known you for a minimum of **6 months**, including ways to contact them.
7. attend a certification training event, and successfully complete a test indicating reasonable knowledge of the issues addressed in the Policy or complete Confirmation Statement for re-certification. *

* NOTE: Testing is required for re-certification in the following situations –

- When certification has expired for six [6] or more months.
- Every six [6] years from original certification date, provided there are no lapses of six [6] months or more during that period.

Example: Original certification 1/2015, test is required. Certification expires 1/2018.

~ **First re-certification** 2/2018, test is not required. You must complete the Confirmation Statement in lieu of the test. New re-certification will Expire 2/2021.

~ **Second re-certification** 3/2021 [6 years], test is required again. New re-certification will expire 3/2024.

If you need to drive during an event, you must complete a Volunteer Driver Application. Submit the following items with the Application:

- A copy of your valid driver's license
- A copy of your vehicle registration
- A copy of your vehicle insurance coverage (with amounts of coverage)

Concerns about whether all materials have been received by the Protection Policy Committee should be directed to the Detroit Conference Office, 800-334-0544.

Email address: **conferenceoffice@detroitconference.org**

Application, reference forms, and the Conference Protection Policy can be obtained at:

www.detroitconference.org/protection.