

Knights of Columbus – Safe Environment Training Information –  
New Star Council Requirement –

Several questions came up at the Mid-Year meeting regarding the new requirement for Star Council – Safe Environment Training. Below is information that I hope will answer those questions and help anyone who has not yet taken the training on what to do and where to go for the training.

**ALL Grand Knights, Youth Directors** (as reported on the 365), and if a council has a Squires Circle – **the Squires Chairman/Chief or Adult Counsellors** all must complete the Safe Environment training. Also, be aware that on the 365 “Service Program Personnel Report”, right after “Youth Director”, there is a spot for “Columbian Squires.” If your council listed someone in this category, whether you have a Squires Circle or not, that person will be required to take the training. If you need to make any corrections to your original 365, you can always resubmit an updated report to Supreme AND the State Office.

There are three videos that you must watch and complete the exam at the end of each video. In addition to these videos, the Youth Director and any adults who helps with the Squires must complete a background check. The background checks are done at the expense of the Knights of Columbus and the form will be provided to you.

The three training videos are: Duty to Report, Meet Sam, and KC Policies. You do not have to take all three at one time; however, you will need to complete each video once you start it. If you stop before completing the one training, you will have to start back at the beginning.

The training is through Praesidium. Most all Dioceses require church volunteers to take some sort of Safe Environment training. That training, be it through Praesidium or another company, is only good for your Dioceses requirement. It **DOES NOT** fulfill the Knights of Columbus requirement. You will still have to take this training for the Knights through Praesidium.

The training is good for two year. If someone has already taken the training, such as a Youth Director or returning GK, after the second year, all he has to take is the “Abuse Prevention Refresher.”

I will be sending out a report, similar to the Star Tracker Report, that will list who all is required to take the Safe Environment training for each council as reported to Supreme. This may be just one – the Grand Knight, or several Knights because of the amount of Youth and/or Squire leaders. The tracker will show the dates the training was taken and if the person is “Compliant” or “Non-Compliant”. Non-Compliant is in red. If a person has taken the “Abuse Prevention Refresher”, then they would be compliant even if they show “incomplete” or out of date in the other categories.

Please understand, this is a new requirement. It is also a new thing for me to track. There may be errors, so please bear with me. I am happy to work with anyone who has taken the training yet shows either incomplete or non-compliant. Once a person completes the training, they can print out a certificate. **MAKE SURE YOU DO THIS AS PROOF.** If you have this, I will have no problems addressing this with Supreme.

For anyone who needs to take this training and cannot find the letter or email that was sent to them from Supreme, below is that information. If they still cannot access the web page or sign on, they need to contact Supreme at the numbers listed below. Supreme will be happy to provide them with the needed sign in credentials to get started. I recommend that these GK’s and Youth Leaders get started on this sooner than later. This will not be as easy as submitting a form two days before the end of the fraternal year just to qualify for Star Council.

If you have any questions, please feel free to contact me and I will try to help as best as I can. I plan to send out this report once a month. I'm sure you can always contact Supreme if you need to check on someone in between reports.

Thank you,  
Pat Henz  
Star Council Awards Director  
Texas State Council

To access Praesidium's *Armatu* online training platform, please follow these instructions:

1. Click <http://website.praesidiuminc.com/Login>, or go to <http://www.KofC.org/safe> and click the **Knights of Columbus Safe Environment Program** tab on the right side of the page.
2. Enter your login and password, and click submit. *Your login is personalized just for you. Do not share your login information with anyone else.*
  - Your username is: **membernumberlastname**
  - Your password is: **kofcsafe**
3. Please note: the first time you log in you will be required to change your password, and answer security questions for password retrieval in the event that you forget it.
4. The Knights of Columbus home page is displayed with the required courses listed as scroll down the screen.
5. To begin a course, click the icon or the title of the course

If you have administrative privileges, you will also be able to access the Administrative Module and an Administrative Module tutorial.

If you have any questions about why you received this email, please consult the Knights of Columbus Safe Environment Program Frequently Asked Questions by visiting [kofc.org/safe](http://kofc.org/safe) and clicking the "Support Materials" button or contact the Knights of Columbus at [1-800-380-9995](tel:1-800-380-9995) or [203-800-4940](tel:203-800-4940). You may also contact our office via email at [youthleader@kofc.org](mailto:youthleader@kofc.org). If you experience any technical difficulties while accessing the online training courses, please contact Armatu Support at [1-800-743-6354](tel:1-800-743-6354), Monday-Friday, 8-5 p.m. CST. You may also email [support@praesidiuminc.com](mailto:support@praesidiuminc.com) at any time.

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