

90 DAY CERTIFICATION DUE DATE AND WHEN TO ASK FOR RE-ACTIVATION

1. Per Diocesan Policies:
 - a. SGC certifications should be completed within the first 30 days of the start of the position.
 - b. SGP-E certifications should be completed within the first 90 days of the start of the position.
2. The 90 day due dates were established in SRS to help us comply with these policies.
3. Due dates are provided to the applicant in the interview and application processes and provided to the SRA in Search People, Work in Process within SRS and in the Activity Reports.
4. Within the SRS system itself, all certification processes are given 90 days to complete. At the end of 90 days, any certification that is not complete will be deactivated.
5. All information completed prior to deactivation will still be able to be accessed in Search People as the SRA can still open the deactivated process and view each element.
6. Re-Activation of the certification process:
 - a. If the applicant had been started in the process but the interview was never completed, do not ask for Re-Activation. Please start the process again for this person.
 - b. If the applicant has only completed the interview, do not ask for Re-Activation. Please start the process again. You may access the answers to the interview in the deactivated process in Search People. You can enter those answers again.
 - c. If the applicant has completed the Interview and Application, you may contact the Safeguarding Office to ask for Re-Activation. Be sure the Application has been approved. Each situation will be looked at to determine if reactivation is appropriate. If Re-Activation is appropriate, the Safeguarding Office will provide a timeline to complete the outstanding items. Receiving Background Check results and the availability of trainings will be considered when determining the timeline given to complete the outstanding items.
 - d. If only the References are needed to complete the process, do ask for Re-Activation. Two weeks will usually be given to complete these.
 - e. If only the Training Session is needed to complete the process, do ask for Re-Activation. A timeline will be worked out according to the availability of training sessions.
 - f. If you are waiting only on Background Check results or on further research or action to remedy a Background Check, do ask for Re-Activation. A timeline will be worked out to allow the Background Check issue to be remedied.