

Viewing Training Modules and Taking Training Tests

Viewing Training Modules

1. Log on to SafeChurch.com.
2. At the top of the page, click the **Training** tab.
3. To the left of the **training category** (in blue) for which you would like to take training, click the + sign; and under **Options**, again click the + sign.
4. Click the desired training topic link.
The Training Module page appears.

Example: Under the Starting a Safety Ministry training category, Options listing, click the Starting a Safety Ministry link, as show at right.

5. Click the top link to view the online video segment.
6. Once you have watched the video, you are encouraged to complete associated reading(s) by clicking additional links.
Note: Any additional links provided are to documents referenced in the video that may be helpful to you on the particular training topic.



Taking Training Tests

When you are ready, at the bottom of the training module page, click the **Take Test Now** button. Note the following:

- Typically, there are 20 test questions; however, the “Starting a Safety Ministry” module, for instance, has only 10 questions.
- If you get at least 80 percent (16 correct answers out of 20 or 8 correct answers out of 10), you successfully pass the test and have the opportunity to print out a certificate of completion.
- If you need to try again, please review the materials and then take the test again.

If you have questions about using the SafeChurch site, please call **1-800-747-2154**, or send an e-mail to info@safechurch.com