



Annunciation Austin

Education Enriched through Faith and Family

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1. Compliance with Diocesan Ethics and Integrity in Ministry Requirements

As per the Ethics and Integrity in Ministry policies of the Diocese of Austin,

VI.B.1. Without exception, **clergy/religious/seminarians, persons employed in any parish, Catholic school or diocesan office or agency and applicants for volunteer positions that involve work or service in ministries with minors and/or vulnerable adults, must complete the appropriate EIM Application for Ministry** (“application”) which permits the Diocese to conduct a criminal background check. Go to www.austindiocese.org to complete the application on-line or print a paper copy to complete and submit. Paper applications will be entered into the EIM database. A criminal records check for the State of Texas, or any other US state where the applicant has resided during the past five years, as well as sex offender registry checks, will be conducted upon submission of the application.

VI.C.1. Without exception, **clergy/religious/seminarians, persons employed in any parish, Catholic school or diocesan office or agency and applicants for volunteer positions that involve work or service in ministries with minors and/or vulnerable adults, shall participate in an EIM Basic abuse prevention training workshop within 60 days of completing the Application for Ministry.** Persons that do not attend within 60 days will have a *non-compliant* notation on their EIM application in the database and will be asked by their parish/school EIM site administrator to suspend their service in ministry until training is completed. For employees, EIM compliance/workshop attendance is a condition of continued employment.

VI.C.4. As of August 2008, clergy and paid staff, and volunteers working in service to youth and vulnerable adults at any parish, Catholic school or diocesan agency, are required to attend an EIM workshop every three (3) years. They may attend an EIM Basic workshop or a 1½ hr EIM Refresher workshop to fulfill the ‘refresher’ requirement. The EIM Refresher uses a format similar to the Basic Workshop; however, it uses the Called to Protect for Youth DVD series used to educate middle and high school students.

[Policies on Ethics and Integrity in Ministry, Diocese of Austin, July 25, 2012](#)

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2. Signatures

In a spirit of protective concern for our own children and in our desire to be compliant to the diocese’s requirements, Annunciation–Austin requires all teachers, volunteers, and staff and *at least one parent in each of our households* to meet the diocesan requirements for EIM compliance.

Please indicate below the name(s) of the person(s) in your household who have attended the EIM workshop, and the date and place of attendance. Also, please attach a printout of your “Compliance Verification” from the EIM eAppsDB. See page 3 for instructions on obtaining that verification printout and other information.

Name: _____

Relationship to Enrolled Student(s): _____

- Application for Ministry completed in eAppsDB**
- EIM workshop attended**

Date Attended: _____ Place: _____

Parent’s Signature: _____ (Date)

Name: _____

Relationship to Enrolled Student(s): _____

- Application for Ministry completed in eAppsDB**
- EIM workshop attended**

Date Attended: _____ Place: _____

Parent’s Signature: _____ (Date)

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3. Additional information:

To obtain the "Compliance Verification" printout:

- 1) [Click here](#) to access your existing EIM account in eAppsDB.
- 2) Log in to your existing Diocese of Austin account - there are alternative methods to logging in if you do not remember your login account or password at the bottom of this page.
- 3) Once in your account, on the "Application Overview - For Volunteer" page you'll find a "Print Compliance Verification" button. Clicking this button will open a PDF.
- 4) Please save and print this form to include as your EIM Compliance for Re-enrollment.

For more information on remaining EIM compliant:

<http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office/how-remain-eim-compliant-existing>

For more information on becoming EIM compliant:

<http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity-ministry-office/how-become-eim-compliant-new-1>

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