

SCREEN 4 GREEN

Adults involved in the delivery and coordination of 4-H Alberta programs must complete a screening process to help ensure the safety of our youth. All 4-H Alberta staff, leaders, and volunteers complete the screening process, including board members. Screening may be completed at any time in just a few short steps. Leader training information follows on the next page.

Contact the Registrar at registrar@4hab.com or your Area Coordinator under [Programs & Delivery here](#) if you are new to 4-H Alberta and are not yet affiliated with a Club.

Screening Steps:

1. Contact three individuals who have known you for at least three years to serve as references (re-screening leaders require only one reference). References cannot be family members. Friends and 4-H volunteers can serve as references if they have known you for at least three years. References will receive an automated email from 4-H Alberta that includes the link to a secure form.

2. [Log in](#) to 4-H Alberta's online registration system with your username and password and complete the leader application form. The form requires the email address(es) for your reference(s), so be sure to have those on hand. Remember to download the Police Check letter from within the application.

Log in link: <https://www.4habregistration.ca/~login.php>

3. Contact your local police detachment to acquire a Police Check that must include a Vulnerable Sector Check. 4-H does not accept Criminal Record Checks from private providers. The letter you need for the Check is available for download from the online screening application form. Forgot to download? Contact registrar@4hab.com or your Area Coordinator for a copy. Once you have the Police Check, scan and email to leaderscreening@4hab.com.



4. Log in to your 4-H Alberta profile to check your screening progress (click "Screening" on your dashboard or "Leader Screening and Training Progress" on your profile's left sidebar). If necessary, remind your references to respond, or send the reference link to another.

As reviews and approvals of the application and each reference are completed, you are sent automated emails advising of this and reminding you to ensure all screening components have been completed and your profile and forms have been updated. Once your screening is approved, you will receive a confirmation and Thank You email from 4-H Alberta.

Questions? Email Bernadette at leaderscreening@4hab.com for assistance with screening. Check out [Youth Safety at 4-H Canada](#) for information on the Rule of Two and supervision ratios.

Thank you for volunteering and for helping to ensure the safety of youth participants!
At 4-H Alberta we all **Learn To Do By Doing!**

REQUIRED TRAINING FOR 4-H LEADERS

All 4-H leaders, staff and board members are required to complete two training programs as outlined below. Training is mandatory for all volunteers serving as leaders.

1) Youth Safety at 4-H in Canada*

Youth Safety is an online workshop in partnership with 4-H Canada to ensure our leaders are familiar with the new Youth Safety at 4-H in Canada policies, and that they understand their role and specific responsibilities in delivering safe programming that meets youth industry best standards. You can find more information, FAQs and instructions for accessing the training here: <https://www.4hab.com/youth-safety-at-4-h-in-canada/>. **To access the Youth Safety Training, click Youth Safety in Canada Training**

***NOTE:** A refresher course will need to be completed every 3 years to maintain Trained Leader eligibility. Find information about <https://www.4hab.com/youth-safety-recertification-training/>

2) Commit to Kids - Child Sexual Abuse Prevention Training

The Commit to Kids training is there to provide you with supportive techniques and youth safety guidelines:

- What is Child Sexual Abuse and Grooming
- How to Support a Child During a Disclosure and The Impact of Child Sexual Abuse
- Reporting Concerns of Sexual Abuse or Misconduct

You can find more information, FAQs and instructions for accessing the training here: <https://www.4hab.com/commit-to-kids/>. Please review the information on this page of the 4-H Alberta website. Then, you will need to create a new profile with the Virtual Training Academy. **To access Commit to Kids Training, click Commit to Kids – Create an Account**

****NOTE:** 4-H Canada now accepts Respect in Sport-Activity Leader and Respect in Schools as equivalent training. If new leaders have taken either of those within the last 12 months, they can be accepted as an equivalency for Commit To Kids. Send the relevant certificate to Leader Training.

If you have questions or need help with training, contact Marisa Mellon at leadertraining@4hab.com.

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