

**Your Safe Places - Youth Certification will expire four (4) years from the date you completed your online Respect Group Training. You will be required to recertify and complete all steps again after this time.**

### Requirements for Youth Certification

- Must be 18 years or older
- Obtain a Valid Criminal and Vulnerable Sector Check (within three months of application)
- Complete Respect in School/Sport online training (also required for recertification)
- Online Registration and Application
- Meet the Youth Certification Criteria to be approved

### Annual Declaration

To maintain your Safe Places certification status and appear in the public directory, you must complete an annual declaration available through your online account.

### Applying Online

You must first Register as a new user and **create an Online Portal account** (new applicants) or **Activate your Online account** (Previously/Currently Safe Places - Youth Certified). Follow the registration instructions which applies to you.

### Documents Required to be uploaded for your Online Application (New or Recertification)

- Criminal and Vulnerable Sector Background Check (valid within three months of application)
- Copy of your Fingerprints (if applicable)
- Respect in School or Respect in Sport Certificate
- Two (2) Pieces of Government issued I.D. (One Photo I.D.)
- One photograph to be used for Public Directory Identification

### Public Directory

All individuals who have been approved for Youth Certification will appear in the Public Directory.

Please note, if someone has not completed their annual declaration or recertification requirements they will be removed automatically from the Public Directory until the requirements have been fulfilled.

### Portal Notifications

You will receive an email notification related to your account/online application in the following instances:

- **Recertification & Annual Declaration:** Three (3) month and one (1) month reminder
- **Expired:** Reminder one (1) month post expiry
- **More Information Needed:** Request for more, wrong or missing information
- **Approval:** A copy of your Safe Places certificate
- **Application Received**
- **Denial:** Reason for Denial