

Your Safe Places - Certification expires four (4) years from the date you completed your on-line education and training course. You will be required to re-certify and complete all steps again after this time. You must be 18 years or older and meet the eligibility criteria to apply. You must have an on-line Safe Places portal account and the required documentation for the certificate type to being your application.

## Certification Types

**Safe Places AWARE** , **Safe Places COMMUNITY** , **Safe Places YOUTH**.

Visit [www.safeplaces.ca](http://www.safeplaces.ca) for all certification requirements.

## Annual Declaration

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

## Upgrading your certification

At some point you may have to change the certification type you have. This can be done form your on-line portal account by completing the upgrade application and providing the additional documents for this certification type.

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

- Relevant Background Checks (valid within three months of application)
- Copy of your Fingerprints (if applicable)
- Education certificate required for certificate type
- 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 Certification and maintain their annual declaration will appear in the Public Directory.

## 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