

SFCASA Winter 2024 Core Training Swearing-In Requirements

Welcome to SFCASA's Core Training! We are so excited to have you with us.

Background Check Requirements:	Due Date
LiveScan Fingerprinting Background check	January 26, 2024
Social Security Number Verification	January 26, 2024
DMV Background Authorization	January 26, 2024
Copy of CA Driver's License or Photo ID	January 26, 2024
Copy of Car Insurance, Car-Share Agreement (Zipcar, etc) OR No Drive Statement	January 26, 2024
3 References (need to have the responses by then)	January 26, 2024
International Background Check	January 26, 2024
Additional Requirements	
COVID Vaccination – Vaccination Status form	January 23, 2024
COVID Vaccination – Proof of Vaccination (image or pdf of your vax card)	January 23, 2024
Swearing-In Requirements (this form)– <i>Adobe Sign document</i>	January 26, 2024
Code of Ethics and Guiding Principles- <i>Adobe Sign document</i>	January 26, 2024
Confidentiality Policy - <i>Adobe Sign document</i>	January 26, 2024
Conflict of Interest Policy - <i>Adobe Sign document</i>	January 26, 2024
Selfie Photo - A head-shot image for our database	February 2, 2024
Mandated Reporter Training and Certification	February 16, 2024
Visit to a Community Agency	February 28, 2024
In-Person Court Training	TBD
Volunteer Agreement – <i>Adobe Sign document</i>	February 23, 2024
CASA University: Read assigned chapters	Prior to attending each class
CASA University: Complete and submit written reflections	After attending each class
Required Class Attendance – please be on time	All Classes

We know there are many requirements that require your attention and follow-up! Completing them in a timely manner is key to successfully moving forward to swearing-in.

Please email Diane at diane@sfcasa.org with any questions specific to these requirements.

I agree to fulfill the above requirements by the due date, or to communicate with Diane in advance of the due date if an extension is needed. I understand that I will not be able to swear-in as an Advocate if I have not completed the above requirements.

Name

Signature

Date