

Checklist for Becoming a FDC Volunteer

Fill out **Volunteer Application** Online

Internet

<https://apps.fdc.myflorida.com/VolunteerApplication/volunteer/create>

Mobile App



Email

<https://apps.fdc.myflorida.com/VolunteerApplication>

Call facility and **make appointment** for fingerprints

Get fingerprinted

Wait to **receive training email** (Click on link), if no email is received email OPR-VolunteerServices@fdc.myflorida.com

Email Volunteer Services (OPR-VolunteerServices@fdc.myflorida.com) for Training username and password

Complete Training:

Complete the following components of online training in the following order (ensure to click on each “radio” button to attest the training module is completed):

1. Volunteer training manual
2. The CJIS component (where you use the username and password; when complete, you will receive a certificate, FDC does not need a copy of the certificate) – This requires a yearly renewal, that the user will receive an email notification from the CJIS system.
 - a. Please be advised this training will take the user to an external webpage. Once the training is completed, the user will need to return to the original FDC training page (they can use the link previously provided)
3. Entrance and exit procedures
4. HIPAA
5. PREA

Contact facility directly to receive PIN# and reporting instructions

Once completed online training, contact the Chaplain or Assistant Warden of Programs at facility you registered with to discuss Volunteer options and to receive your PIN#