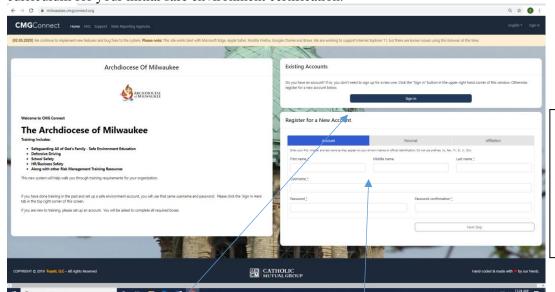# Instructions for Completing
Initial Safe Environment Certification Requirements for New Employees

You are being asked to complete the Safe Environment Certification process in the Archdiocese of Milwaukee. This certification is one of the ways that our Catholic communities work to prevent abuse in our parishes, schools, and communities. As part of this process, you will be logging into/creating an account in CMG Connect to complete the required online portions of the certification process and to register for a live Safe Environment training.

If you have any questions regarding the Safe Environment Certification process, please contact your parish or school safe environment coordinator or the Archdiocese of Milwaukee Safe Environment Office.

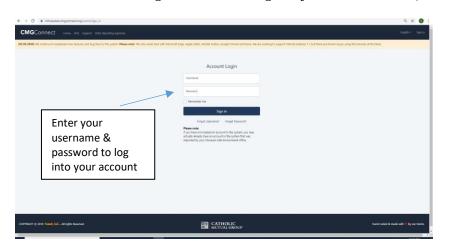**Logging Into Your Account or Creating an Account in CMG Connect**

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account to register for and complete the curriculum for your initial safe environment certification.

Please Note:
When registering for a new account, contact your parish or school if you are unsure which site or category to select when setting up your account.

Please click on either *Sign In* button or *Register for a New Account;* Select as Category: NEW EMPLOYMENT APPLICANT

Enter your username & password to log into your account

Please Note:
(If you were told you have an account and you have never logged into your CMG Connect account, please contact your parish/site Safe Environment Coordinator and they will be able to temporarily reset your password. Please enter the temporary password and you will be prompted to change your password upon logging into your account. Once you have set your new password, you will need to re-log into your account again using the new password that you have set.)

Completing the Part A: New Employee Background Check

Once you have successfully logged into your account you will see your main screen with your training information. New Employee Safe Environment Certification is two curriculums for completing Safe Environment Certification. Part A: New Employee Background Check and Part B: New Employee Safe Environment are designed to be used together

You will need to scroll down to *Required Trainings* to find the curriculum listed as **Part A: New Employee Criminal Background Check.** (This is the online curriculum you need to complete for your new hire criminal background check.)

Click Start to complete the background check.

In this curriculum, you will:
- Complete and submit your pre-employment criminal background check

Please read through and complete all curriculum sections carefully.
You must go through each section of this curriculum until you get to the curriculum screen that indicates that you have reached the final curriculum page. If you do not go through this entire curriculum, your background check will not process.

The estimated time to complete all online portions of this curriculum is 15 minutes.

Once you complete a curriculum section, you will see a green checkmark box next to the curriculum screen overview.

A yellow pencil in the box next to the curriculum section indicates an incomplete curriculum section.

Sections-

Please select your answers and click on the *Submit Answers*

Once you have read and agreed to the terms click on the
I Understand and Agree to the Above Terms to advance to your background check information.

Section –

Background Check	⬈
Background Check Page	

Review the consent and enter your background check information. You are completing this criminal background check on behalf of Your Parish/School site where you are volunteering/being employed. ==Please make sure your site in this field is the parish/site you are volunteering/working at.==

If you do not have a middle name please remember to check this box.

Please make sure you check this box!

Next step is to click ==*Submit Background Check Request*==.

Note: Please note that your background check will be submitted after all aspects of this curriculum are completed. This includes attendance at any live trainings when applicable.

We have your background check details

We have received your information and will submit your background check after you have attended the event. After we have received that background check from the provider, this page will be marked as complete. Thank You.

The details that will be submitted are as follows:

Name:	
Address:	
Location:	Burlington, WI, 53105
Phone:	
Date of Birth:	
SSN:	xxxx
Date Submitted:	

Fair credit reporting act disclosure document

Next Page

Once submitted, you will see a confirmation that your background check details have been entered, and that your background check will be submitted AFTER you have attended your live safe environment education training session.

Section – Curriculum Completion Notice

PLEASE READ CAREFULLY:

You have successfully submitted your criminal background check for employment.

- You must complete the *Part B. New Employee Initial Safe Environment Certification* curriculum prior to your certification requirements being complete if you have not already completed Initial Safe Environment Certification.

- You are not certified until your Safe Environment Certification Status is listed as YES or APPROVED in your CMG Connect account. Your certification status will be determined after your background check has been reviewed AND you have met all safe environment certification requirements, including the *Part B. New Employee Initial Safe Environment Certification* curriculum, if needed.

- You must be Safe Environment Certified **prior** to your employment start date at any parish or school.

If you have any questions about your Safe Environment Certification status, please contact either your parish or school safe environment coordinator or the Archdiocese of Milwaukee Safe Environment Office for assistance.

Please Note: This last screen indicates successful completion of the online portion of this curriculum.

Your background check will be submitted for processing.

Your parish/school will receive your criminal background check for review usually between 2 to 3 days after it has been submitted for processing. During high volumes, the criminal background check can take as long as 1-2 weeks for processing and review.

Once your background check has been completed you will be able to view your certification and the date of expiration for your certification under your training screen.

Completing the Part B: New Employee Safe Environment Curriculum

Once you have successfully logged back into your account you will see your main screen with your training information. New Employee Safe Environment Certification is two curriculums for completing Safe Environment Certification. Part A: New Employee Background Check and Part B: New Employee Safe Environment are designed to be used together.

You will need to scroll down to *Required Trainings* to find the curriculum listed as **Part B: New Employee Safe Environment.** (This is the online curriculum you need to complete to meet your initial safe environment certification requirements.)

Click Start to register for your safe environment education training session, review policies, and sign the Code of Ethical Standards.

Overview-

Section	
Initial Safe Environment Certification Curriculum Overview Read and Acknowledge Page	✏️
Live Events Live Events Page	☐
Registration Details & Confirmation Form Read and Acknowledge Page	☐
Mandatory Reporting Responsibility Read and Acknowledge Page	☐
Mandatory Reporting Contacts Read and Acknowledge Page	☐
Mandatory Reporting Acknowledgement Question/Answer Page	☐
Social Media & Digital Communications Policy Read and Acknowledge Page	☐
Social Media & Digital Communications Policy Acknowledgement Question/Answer Page	☐
Safe Haven - It's Up to You: Part 2 Video Page	☐
Part 2 Acknowledgement & Questions Question/Answer Page	☐
Safe Side of the Line Video Page	☐
Safe Side of the Line Acknowledgement & Questions Question/Answer Page	☐
Code of Ethical Standards for Church Leaders Read and Acknowledge Page	☐
Code of Ethics Acknowledgement Question/Answer Page	☐
Curriculum Completion Notice Read and Acknowledge Page	☐

Once you complete a curriculum section, you will see a green checkmark box next to the curriculum screen overview.

A yellow pencil in the box next to the curriculum section indicates an incomplete curriculum section.

Please note: The Safe Environment Education Training session does involve content discussing sexual abuse and grooming behaviors. If you have a special concern regarding your ability to participate in this training due to a personal history of trauma, please contact the Archdiocese of Milwaukee Safe Environment Office at 414-769-3449 or a parish/school staff member that you feel comfortable with to discuss your concerns. An alternate way of completing your certification in a way that will be confidential and sensitive to your needs may be an option.

Section -Live Events

Initial Safe Environment Certification Curriculum Overview ✅
Read and Acknowledge Page

Live Events
Live Events Page

Please click the *Click to RSVP,* for the training session option that better suits your availability. You will need to set aside 3 hours of time for your live training session for both in-person and virtual safe environment education training sessions.

Initial Safe Environment Certification Curriculum for Clergy, Employees, and Volunteers
Expires every 5 Years
Estimated Completion Time (hours): 1.0

Please note that your requirements will not be fully complete until the Facilitator confirms your attendance at the event.

SELECT "CLICK HERE" TO PRE-REGISTER FOR YOUR DESIRED TRAINING SESSION. Once you see your selected training marked with "Planning to Attend," you have successfully pre-registered. Your curriculum will be remain marked with "Resume" until AFTER your attendance is confirmed by an administrator and your background check results are fully processed. **(NOTICE: If the area below is blank OR all events are full, there may not be any available Live Events at this time. Please contact your local coordinator or the Diocese directly if you have questions about scheduled training sessions.)**

Once your session is selected, click "Next Page" to continue. ALL pages of this module must be completed to meet the safe environment compliance requirements for the Archdiocese.

Please note: The Safe Environment Education Training session does involve content discussing sexual abuse and grooming behaviors. If you have a special concern regarding your ability to participate in this training due to a personal history of trauma, please contact the Archdiocese of Milwaukee Safe Environment Office at 414-769-3449 or a parish/school staff member that you feel comfortable with to discuss your concerns. An alternative of completing your certification in a way that will be confidential and sensitive to your needs may be an option.

Please Note: Virtual or In-Person Session

Please Note: In-Person Session Location!

Please Note: Session Language

Safe Environment Training - Archdiocese of Milwaukee Virtual Training

11/24/2021 - 01:00 PM

z - Mary Mother of the Church Pastoral Center
-, -, WI, -

Contact:
Cynthia Rivera 414-769-3447 o riveragarciac@archmil.org

Facilitator: Suzanne Nickolai This session will be held virtually via Zoom. Registration will be closed 48 hours prior and an email will be sent out to the registered participants at that time with the meeting instructions and login information. Please make sure that your email address is correct to insure that you receive the login information. Check your spam folder if you don't see an email the day prior to session. This session will meet the in-person safe environment training requirement for safe environment certification, as listed on the Archdiocese of Milwaukee website set aside 3 hours for this session. Don't forget to click on Next after selecting a session in order to complete everything else that is needed to be certified. You only need to

[Event Full]

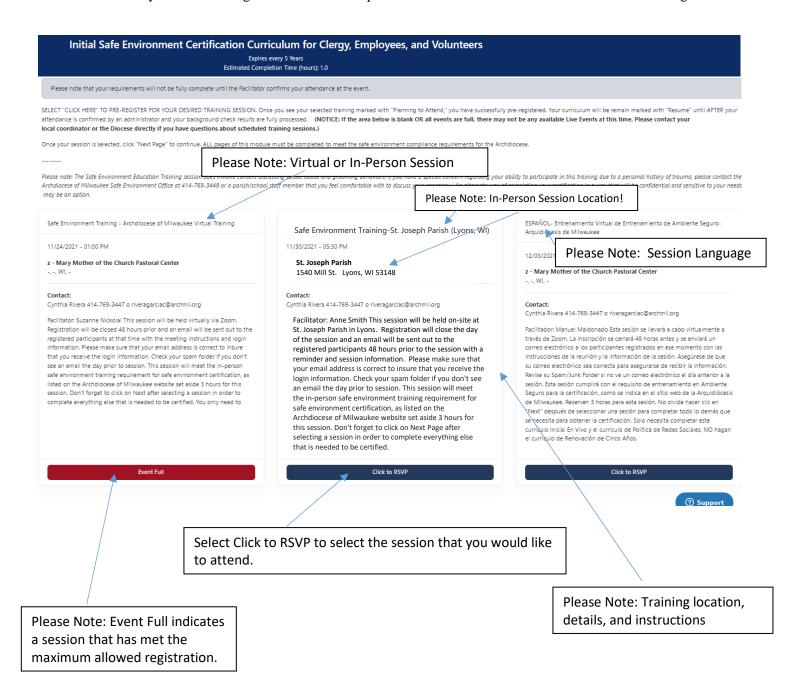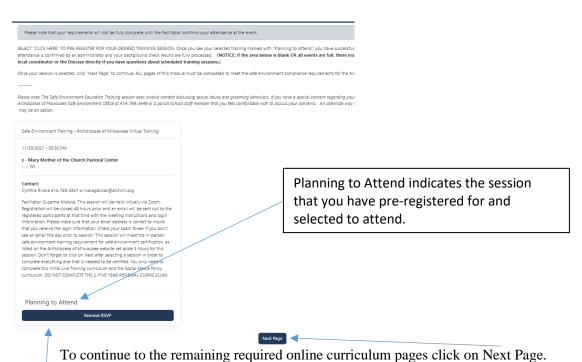Safe Environment Training-St. Joseph Parish (Lyons, WI)

11/30/2021 - 05:30 PM

St. Joseph Parish
1540 Mill St. Lyons, WI 53148

Contact:
Cynthia Rivera 414-769-3447 o riveragarciac@archmil.org

Facilitator: Anne Smith This session will be held on-site at St. Joseph Parish in Lyons. Registration will close the day of the session and an email will be sent out to the registered participants 48 hours prior to the session with a reminder and session information. Please make sure that your email address is correct to insure that you receive the login information. Check your spam folder if you don't see an email the day prior to session. This session will meet the in-person safe environment training requirement for safe environment certification, as listed on the Archdiocese of Milwaukee website set aside 3 hours for this session. Don't forget to click on Next Page after selecting a session in order to complete everything else that is needed to be certified.

[Click to RSVP]

ESPAÑOL- Entrenamiento Virtual de Entrenamiento de Ambiente Seguro- Arquidiócesis de Milwaukee

12/03/2021

z - Mary Mother of the Church Pastoral Center
-, -, WI, -

Contact:
Cynthia Rivera 414-769-3447 o riveragarciac@archmil.org

Facilitador: Manuel Maldonado Esta sesión se llevará a cabo virtualmente a través de Zoom. La inscripción se cerrará 48 horas antes y se enviará un correo electrónico a los participantes registrados en ese momento con las instrucciones de la reunión y la información de la sesión. Asegúrese de que su correo electrónico sea correcta para asegurarse de recibir la información. Revise su Spam/Junk Folder si no ve un correo electrónico el día anterior a la sesión. Esta sesión cumplirá con el requisito de entrenamiento en Ambiente Seguro para la certificación, como se indica en el sitio web de la Arquidiócesis de Milwaukee. Reserven 3 horas para esta sesión. No olvide hacer clic en "Next" después de seleccionar una sesión para completar todo lo demás que se necesita para obtener la certificación. Solo necesita completar este currículo Inicial En Vivo y el currículo de Política de Redes Sociales, NO hagan el currículo de Renovación de Cinco Años.

[Click to RSVP]

? Support

Select Click to RSVP to select the session that you would like to attend.

Please Note: Training location, details, and instructions

Please Note: Event Full indicates a session that has met the maximum allowed registration.

Important Please Note: The Safe Environment Education Training sessions involve active participation and small group activities as part of this training. We encourage you to select an in-person training session at a parish or school, if possible. Virtual sessions are offered in limited capacities for a limited number of participants. Individuals participating in virtual sessions must have access to a device with a camera, speakers, and microphone to participate.

Please note that your requirements will not be fully complete until the Facilitator confirms your attendance at the event.

SELECT "CLICK HERE" TO PRE-REGISTER FOR YOUR DESIRED TRAINING SESSION. Once you see your selected training marked with "Planning to Attend," you have successfull
attendance is confirmed by an administrator and your background check results are fully processed.   (NOTICE: If the area below is blank OR all events are full, there ma
local coordinator or the Diocese directly if you have questions about scheduled training sessions.)

Once your session is selected, click "Next Page" to continue. ALL pages of this module must be completed to meet the safe environment compliance requirements for the Ar

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*Please note: The Safe Environment Education Training session does involve content discussing sexual abuse and grooming behaviors. If you have a special concern regarding you
Archdiocese of Milwaukee Safe Environment Office at 414-769-3449 or a parish/school staff member that you feel comfortable with to discuss your concerns.   An alternate way
may be an option.*

Safe Environment Training - Archdiocese of Milwaukee Virtual Training

11/30/2021 - 05:30 PM

z - Mary Mother of the Church Pastoral Center
-, -, WI, -

Contact:
Cynthia Rivera 414-769-3447 o riveragarciac@archmil.org

Facilitator Suzanne Nickolai This session will be held virtually via Zoom.
Registration will be closed 48 hours prior and an email will be sent out to the
registered participants at that time with the meeting instructions and login
information. Please make sure that your email address is correct to insure
that you receive the login information. Check your spam folder if you don't
see an email the day prior to session. This session will meet the in-person
safe environment training requirement for safe environment certification, as
listed on the Archdiocese of Milwaukee website set aside 3 hours for this
session. Don't forget to click on Next after selecting a session in order to
complete everything else that is needed to be certified. You only need to
complete this initial Live Training curriculum and the Social Media Policy
curriculum, DO NOT COMPLETE THE 2. FIVE YEAR RENEWAL CURRICULUM.

Planning to Attend

| Remove RSVP |

Planning to Attend indicates the session that you have pre-registered for and selected to attend.

| Next Page |

To continue to the remaining required online curriculum pages click on Next Page.

**If you are unable to attend the original session selection, you are able to return to this section of the curriculum to remove an unattended session. You will have to click on the Live Events box and remove RSVP to select another session to attend. **

Section – Registration Details & Confirmation Form

Registration Details & Confirmation Form   ✅
Read and Acknowledge Page

Please print this form and fill in your selected session information. This sheet is an informational and helpful reminder sheet to help remind you and prepare you for your session. This sheet is for your information and reference. You will not be asked for this form and it is not official verification of session attendance. All session attendance is documented and verified in CMG Connect.

Registration for In-Person or Virtual Safe Environment Training Session
(PLEASE PRINT THIS PAGE)

Please note that all sessions must be attended in their entirety.
Safe Environment Education Training Sessions are for individuals 18 years of age or older. Children and youth under the age of 18 years are not able to be present for the training due to the content of the training. Childcare is not provided unless indicated on the session information. Sessions typically last about three (3) hours.

Virtual sessions are held live via Zoom led by a facilitator. An email will be sent to the email address on file in your CMG Connect account 48 hours before the session start date with instructions and handouts for accessing and participating in your session.   Please verify that you have a correct email address entered into your CMG Connect account. You will need video and audio capabilities with your device to participate in the session. This session is live and is not pre-recorded; your active participation is expected. Please contact your parish or school safe environment coordinator if you have any special needs or require assistance.

In-Person sessions are held on-site at the address listed. Participants must arrive on time for the session and will be required to attend the training in its entirety. Sessions are in English, unless otherwise noted.

I have signed up for safe environment training on _____ at _____.
Date   Time

Location of Training:
_____
School/Parish Name & City

NOTE: *To review the event details for the session you have registered for, click the Live Events page on the left side of your screen. Your name has successfully been added to the roster for the event if the selection is marked "Planning to Attend".*

11/2/2021
_____

| I Understand and Agree to the Above Terms |

To complete this curriculum section, please click on I Understand and Agree to the Above Terms.

Sections -

Mandatory Reporting Responsibility Read and Acknowledge Page	✔
Mandatory Reporting Contacts Read and Acknowledge Page	✔
Mandatory Reporting Acknowledgement Question/Answer Page	✔
Social Media & Digital Communications Policy Read and Acknowledge Page	✔
Social Media & Digital Communications Policy Acknowledgement Question/Answer Page	✔

In the Mandatory Reporting Responsibilities and Social Media & Digital Communication sections, you will be reviewing and acknowledging policies and guidelines. Please read through these documents carefully so that you will understand what are the expectations for you and other adults in the parish/school.

Sections-

Safe Haven - It's Up to You: Part 2 Video Page	☑
Part 2 Acknowledgement & Questions Question/Answer Page	☐
Safe Side of the Line Video Page	☐
Safe Side of the Line Acknowledgement & Questions Question/Answer Page	☐

In these sections, you will be viewing two videos on abuse prevention and boundaries. You must view these videos in their entirety and you will not be able to fast-forward or skip them. After viewing each video, you will answer questions about the video to check your understanding. Use the Submit and Next Page buttons to advance to the next sections.

Section- Code of Ethical Standards

Code of Ethical Standards for Church Leaders Read and Acknowledge Page	☐
Code of Ethics Acknowledgement Question/Answer Page	☐

Code of Ethical Standards
For Church Leaders

Archdiocese of Milwaukee
3501 S. Lake Dr. – P.O. Box 070912
Milwaukee, WI 53207-0912
(414) 769-3422
web-site: www.archmil.org

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1994 – First Printing
1996 – Second Printing
1999 – Revised, Third Printing
2000 – Fourth Printing
2001- Fifth Printing
2003 – Revised, Sixth Printing
2008 – Revised (Edits), Seventh Printing
2010- Revised, Eighth Printing

Please completely read over the Code of Ethical Standards for Church Leaders and complete the acknowledgement.

Once you have read and agreed to the terms click on the
I Understand and Agree to the Above Terms.

CODE OF ETHICAL STANDARDS
FOR CHURCH MINISTERS

[I Understand and Agree to the Above Terms]

Section – Curriculum Completion Notice

PLEASE READ CAREFULLY:

If you have completed this curriculum **AND** the *Part A. New Employee Criminal Background Check Curriculum*, you have completed all components of the online portion of your Initial Safe Environment Certification Curriculum.

- **You must attend the Safe Environment that you selected at the beginning of this curriculum.** If you are not able to attend your selected session, you can go back into this curriculum to change your RSVP to select a different session to attend.

- After you have attended your Safe Environment Education Training session, your attendance will be confirmed.

- **You are not certified until your Safe Environment Certification Status is listed as YES or APPROVED in your CMG Connect account.** Your certification status will be determined after your background check has been reviewed AND your Safe Environment Education training session attendance has been confirmed.

- You must be Safe Environment Certified **prior** to your start date of employment.

If you have any questions about your Safe Environment Certification status, please contact either your parish or school safe environment coordinator or the Archdiocese of Milwaukee Safe Environment Office for assistance.

Please Note: This last screen indicates successful completion of the online portion of this curriculum.

You must attend the live safe environment training session that you RSVP'd for in this curriculum in order for you to be Safe Environment Certified. Your session attendance will be marked in CMG Connect and your parish/school will be able to view your session attendance.

If you are not able to attend your selected session, you can go back into this curriculum to change your RSVP to select a different session to attend.

If you have completed this curriculum AND the A. New Employee Criminal Background Check curriculum. You have completed all components of the online portion of your Initial Safe Environment Certification Curriculum.

You are not certified until your Safe Environment Certification Status is listed as YES or APPROVED in your CMG Connect account. Your certification status will be determined after your background check has been reviewed AND your Safe Environment Education training session attendance has been marked.

You must be Safe Environment Certified prior to your start date of employment.

Your certification status and the dates of expiration for your background check are available on your CMG Connect account.

Live Training Registration	Background Check Status	Certification Status
No Upcoming Training	Expires on 03/16/2023 consent	Yes - Expires: 03/16/2023

If you have any questions regarding your certification, please contact your parish or school safe environment coordinator.

Please contact Cynthia Rivera-Garcia, Administrative Assistant for the Safe Environment Office for assistance at 414-769-3447 or riveragarciac@archmil.org.