Instructions for Completing
Initial Safe Environment Certification

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 click on either Sign In button or Register for a New Account;

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 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 Initial Safe Environment for Clergy, Employees, and Volunteers Curriculum

Once you have successfully logged into your account you will see your main screen with your training information.

You will need to scroll down to Required Trainings to find the curriculum listed as **INITIAL SAFE ENVIRONMENT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS**. (This is the online curriculum you need to complete for your initial safe environment certification.)

Click Start to complete the curriculum.
You will need to go all the way through the curriculum sections.

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 include:

- Important information regarding Safe Environment Certification,
- Registering for a live safe environment education training session,
- Reading and acknowledging PDF of policies,
- Viewing two videos and responding to questions regarding the videos,
- And completing the information for your criminal background check.

Please read through and complete all curriculum sections carefully.

The estimated time to complete all online portions of this curriculum is one hour.

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

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.

Please Note: Virtual or In-Person Session
Select Click to RSVP to select the session that you would like to attend.

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.
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

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.

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

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.

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**.
Sections – Background Check Questions and Notice

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.

Screens – Background Check

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.

Next step is to click Submit Background Check Request.
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 now 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 and your background check will process.
- 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.
- You must be Safe Environment Certified prior to beginning ministry, employment, or volunteering 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.

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

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 riveragarcia@archmil.org.