



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 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**;

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.

Syntra MyView - Curricula
Archdiocese Milwaukee CENTRAL OFFICE EMPLOYEES ONLY

Live Training Registration
No Upcoming Training

Background Check Status
Expires on 10/21/2024 consent

Certification Status
Yes - Expires: 10/21/2024

Required Trainings

Initial Safe Environment for Clergy, Employees, and Volunteers
(Adults 18 years of age or older)
This curriculum is to be completed by FIRST TIME users including any clergy, employee, or volunteer that has not yet completed safe environment training in the Archdiocese of Milwaukee.
Expires Every 5 Years
Initial Safe Environment Certification Curriculum for Clergy, Employees, and Volunteers
In this curriculum, you will: 1) Register for a safe environment session, 2) Review mandatory reporting responsibility...
Start

Renewal Safe Environment for Clergy, Employees, and Volunteers
(Adults 18 years of age or older)
To be completed by returning users every five (5) years after initial certification or by an individual that has been asked to renew safe environment certification in the Archdiocese of Milwaukee.
Expires Every 5 Years
Safe Environment Certification Renewal Curriculum for Volunteers and Employees
In this curriculum, you will: 1) Review your abuse prevention training, 2) Review mandatory reporting responsibility...
Start

Support

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.)

Initial Safe Environment for Clergy, Employees, and Volunteers
(Adults 18 years of age or older)

This curriculum is to be completed by FIRST TIME users including any clergy, employee, or volunteer that has not yet completed safe environment training in the Archdiocese of Milwaukee.

Expires Every 5 Years


Initial Safe Environment Certification Curriculum for Clergy, Employees, and Volunteers

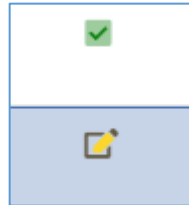
In this curriculum, you will: 1) Register for a safe environment session, 2) Review mandatory reporting responsibility...

Start

Click Start to complete the curriculum.

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

<u>Overview</u>	
Training information and results	
Initial Safe Environment Certification Curriculum Overview Read and Acknowledge Page	
Live Events Live Events Page	<input type="checkbox"/>
Registration Details & Confirmation Form Read and Acknowledge Page	<input type="checkbox"/>
Mandatory Reporting Responsibility Read and Acknowledge Page	<input type="checkbox"/>
Mandatory Reporting Contacts Read and Acknowledge Page	<input type="checkbox"/>
Mandatory Reporting Acknowledgement Question/Answer Page	<input type="checkbox"/>
Social Media & Digital Communications Policy Read and Acknowledge Page	<input type="checkbox"/>
Social Media & Digital Communications Policy Acknowledgement Question/Answer Page	<input type="checkbox"/>
Safe Haven - It's Up to You: Part 2 Video Page	<input type="checkbox"/>
Part 2 Acknowledgement & Questions Question/Answer Page	<input type="checkbox"/>
Safe Side of the Line Video Page	<input type="checkbox"/>
Safe Side of the Line Acknowledgement & Questions Question/Answer Page	<input type="checkbox"/>
Code of Ethical Standards for Church Leaders Read and Acknowledge Page	<input type="checkbox"/>
Code of Ethics Acknowledgement Question/Answer Page	<input type="checkbox"/>
Background Check Questions Question/Answer Page	<input type="checkbox"/>
Background Check Notice Read and Acknowledge Page	<input type="checkbox"/>
Background Check Background Check Page	<input type="checkbox"/>
Curriculum Completion Notice Read and Acknowledge Page	<input type="checkbox"/>



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

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 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 sessions involve content discussing child 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. All information shared in this training is confidential and sensitive to your needs and 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: Event Full indicates a session that has met the maximum allowed registration.

Please Note: Training location, details, and instructions

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 successfully registered for the session. Your registration 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 be a 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 of Milwaukee.

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 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 riveragarcia@archmil.org

Facilitator: Suzanne Nickolaj 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 register 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

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

I Understand and Agree to the Above Terms

Sections -

Mandatory Reporting Responsibility Read and Acknowledge Page	<input checked="" type="checkbox"/>
Mandatory Reporting Contacts Read and Acknowledge Page	<input checked="" type="checkbox"/>
Mandatory Reporting Acknowledgement Question/Answer Page	<input checked="" type="checkbox"/>
Social Media & Digital Communications Policy Read and Acknowledge Page	<input checked="" type="checkbox"/>
Social Media & Digital Communications Policy Acknowledgement Question/Answer Page	<input checked="" type="checkbox"/>

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-

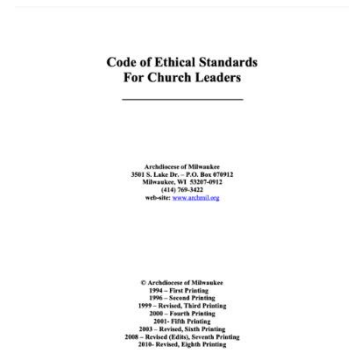
Safe Haven - It's Up to You: Part 2 Video Page	<input checked="" type="checkbox"/>
Part 2 Acknowledgement & Questions Question/Answer Page	<input type="checkbox"/>
Safe Side of the Line Video Page	<input type="checkbox"/>
Safe Side of the Line Acknowledgement & Questions Question/Answer Page	<input type="checkbox"/>

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	<input type="checkbox"/>
Code of Ethics Acknowledgement Question/Answer Page	<input type="checkbox"/>

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

Background Check Questions Question/Answer Page	<input type="checkbox"/>
Background Check Notice Read and Acknowledge Page	<input type="checkbox"/>

Please select your answers and click on the [Submit Answers](#)



Criminal Background Check Notice

The next step in your Safe Environment Certification Process is a **Background Check** submission.

- 1) Please review your personal details to confirm that all information is accurate. When all required fields are complete, the Submit button will activate.
- 2) To ensure your background check is sent to the correct parish/school, make sure to select the correct primary parish/school from the drop-down list BEFORE clicking the Submit button.

Please contact your parish or school safe environment coordinator or the Archdiocese of Milwaukee Safe Environment Office for additional instructions if you do not have a Social Security Number.

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.

Screen –Background Check

Background Check Background Check Page	
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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**.

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:	[Redacted]
Address:	[Redacted]
Location:	Burlington, WI, 53105
Phone:	[Redacted]
Date of Birth:	[Redacted]
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 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.

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 your criminal background check to process.

Your background check will be submitted for processing when your attendance at the safe environment session is documented by the Safe Environment Office.

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 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.

Live Training Registration No Upcoming Training	Background Check Status Expires on 03/16/2023 consent	Certification Status Yes - Expires: 03/16/2023
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If you have any questions regarding your certification, please contact your parish or school safe environment coordinator.

Or contact Dcn. Manuel Maldonado Villalobos, Director of Safe Environment, for assistance at 414-769-3447 or maldonadomv@archmil.org.