SAFE ENVIRONMENT TRAINING – VOLUNTEERS

NEW VOLUNTEERS – **follow these directions** (A background check is required. Even if you've had it done elsewhere, Federal Law prohibits organizations from sharing information.)
1. **BACKGROUND CHECK**: Use the school Live Scan form (pick up in school office or print from newsletter) to take with you to have your fingerprints scanned.
Send a copy of the LiveScan form to the school office once complete.
2. **COMPLETE ON-LINE COURSE:** Follow directions below to complete on-line training. (On-line training must be completed within 2 days of background check so data is not lost.)

- Log onto https://cmgconnect.org
- A drop down box will appear asking you to select your Diocese – Santa Rosa
- **Create your account.** Be sure and select **St. Rose School** & that you are a **volunteer**.
- **REQUIRED COURSES:**
- **COMPLETE :   Safe Environment Training: 'A Safe Haven – It's Up to You'** (about an hour to complete)
- **COMPLETE: Safe Driving Course:** If you plan on driving on a field trip

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TO DRIVE ON A SCHOOL FIELD TRIP (In addition, those driving on **FIELD TRIPS** must provide the office with the following:

- Photo copy of **CURRENT & VALID California Driver's License**
- Copy of **CURRENT Insurance Declaration Page**. Declaration page must show expiration date, drivers names, cars insured, and show the following insurance coverages:
  (INSURANCE I.D. CARD IS NOT ACCEPTABLE)
- $100,000 bodily injury per person
- $300,000 bodily injury per accident
- $100,000 property damage per accident

RETURNING VOLUNTEERS: 2020 was a RENEWAL YEAR FOR ALL
ALL RETURNING VOLUNTEERS / EMPLOYEES MUST COMPLETE THE NEW SAFE ENVIRONMENT COURSE ONLINE.   You must know your user name and password. DO NOT CREATE A NEW ACCOUNT if you have forgotten. Follow prompts to reset or contact school Safe Environment Coordinator, KC Paul at: k_paul@sonic.net to request a reset.
Note: **A new background check is NOT required if you have already completed)**

- Please log onto https://cmgconnect.org
- A drop down box will appear asking you to select your Diocese – Santa Rosa
- **Returning volunteers should already have an account.** Log in and take the **2020 Safe Environment Training** (about an hour to complete).
- **FORGOTTEN YOUR PASSWORD? Follow prompts to reset or contact Ms. KC in school office.**

The Diocese requires all employees & volunteers to re-certify every few years.

The vendors listed below will charge you a nominal fee, usually between $25-$30 dollars.

TruScan Fingerprint Services
2324 Fourth Street, Santa Rosa
(707) 566-7226
Hours Open: M-F   9am-6pm

AMERIPRINT Fingerprint Service
Santa Rosa
2675 Cleveland Ave., Suite 7
(707) 566-1929
Appointments only

OR

Call your local Police or Sheriff's office to see if they are processing prints. Do NOT call 911. Call their normal business office number.

Local law enforcement offices may charge you significantly more than one of the fingerprint services listed above.

Please take the *St. Rose LiveScan* form with you to have your prints done.

Please bring a copy of the
LIVESCAN form to the school office for our records.