



## Instructions for Completing Renewal Safe Environment Certification

You are being asked to renew your Safe Environment Certification for 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. Safe Environment Certification is renewed every five years. As part of this process, you will be logging into your account in CMG Connect to complete the required online portions of the certification renewal process.

If you have any questions regarding the Safe Environment Certification Renewal 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](http://milwaukee.cmgconnect.org) to log into your CMG Connect Account to register for and complete the curriculum for your initial safe environment certification.

The screenshot shows the CMG Connect website interface. On the left, there is a navigation menu with 'Home', 'FAQ', 'Support', and 'State Reporting Agencies'. The main content area is titled 'Archdiocese Of Milwaukee' and includes a 'Welcome to CMG Connect' message and a list of training topics: 'Safeguarding All of God's Family - Safe Environment Education', 'Defensive Driving', 'School Safety', and 'HR/Business Safety'. On the right, there are two main sections: 'Existing Accounts' with a 'Sign In' button, and 'Register for a New Account' with a form. The 'Register for a New Account' form has three tabs: 'Account', 'Personal', and 'Affiliation'. The 'Account' tab is selected, and the form fields include 'First name', 'Middle name', 'Last name', 'Username', 'Password', and 'Password confirmation'. A blue arrow points to the 'Account' tab, and another blue arrow points to the 'First name' field.

**Please Note:**  
Only create a new account if you are new to the Archdiocese of Milwaukee and have been instructed to do so by your parish/school. All users that have been certified previously should have an account in CMG Connect. Please contact your parish/school for assistance if you have moved parishes or are unable to log into your account.

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

The screenshot shows the 'Account Login' section of the CMG Connect website. It features a form with fields for 'Username', 'Password', and 'Remember me'. Below the form is a 'Sign In' button. A blue arrow points to the 'Sign In' button. To the left of the form, there is a text box that says '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 Renewal 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.

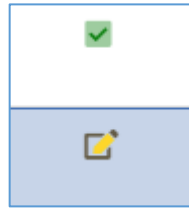
The screenshot shows a user dashboard for the Archdiocese of Milwaukee. At the top, it says 'Syntra Live! Curricula' and 'Archdiocese Milwaukee CENTRAL OFFICE EMPLOYEES ONLY'. There are three main status boxes: 'Live Training Registration' (No Upcoming Training), 'Background Check Status' (Expires on 10/21/2024 consent), and 'Certification Status' (Yes - Expires: 10/21/2024). Below these is a 'Required Trainings' section with a search bar. Two curriculum cards are visible: 'Initial Safe Environment for Clergy, Employees, and Volunteers' (blue header) and 'Renewal Safe Environment for Clergy, Employees, and Volunteers' (red header). Both cards include a description, expiration date ('Expires Every 5 Years'), and a 'Start' button. A 'Support' button is in the bottom right corner.

You will need to scroll down to *Required Trainings* to find the curriculum listed as **RENEWAL SAFE ENVIRONMENT FOR CLERGY, EMPLOYEES, AND VOLUNTEERS**. (This is the online curriculum you need to complete to renew your safe environment certification.) *If you have already attended a live training in the Archdiocese of Milwaukee, you do not need to complete the Initial Safe Environment for Clergy, Employees, and Volunteers curriculum.*

This is a close-up of the 'Renewal Safe Environment for Clergy, Employees, and Volunteers' curriculum card. The card has a red header with the title and '(Adults 18 years of age or older)'. Below the header, it states: '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.' It also says 'Expires Every 5 Years'. The main title of the curriculum is 'Safe Environment Certification Renewal Curriculum for Volunteers and Employees'. Below that, it lists the topics: 'In this curriculum, you will: 1) Review your abuse prevention training, 2) Review mandatory reporting responsibility...'. At the bottom of the card is a green 'Start' button with a right-pointing arrow. A blue arrow points from a callout box to this button. The callout box contains the text: '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	
<b>Renewal Safe Environment Certification Overview</b>	
Read and Acknowledge Page	
Renewal Certification Acknowledgement	<input type="checkbox"/>
Question/Answer Page	
Safe Haven - It's Up to You: Part 1	<input type="checkbox"/>
Video Page	
Part 1 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Safe Haven - It's Up to You: Part 2	<input type="checkbox"/>
Video Page	
Part 2 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Safe Haven - It's Up to You: Part 3	<input type="checkbox"/>
Video Page	
Part 3 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Mandatory Reporting Responsibility	<input type="checkbox"/>
Read and Acknowledge Page	
Mandatory Reporting Contacts	<input type="checkbox"/>
Read and Acknowledge Page	
Mandatory Reporting Acknowledgement	<input type="checkbox"/>
Question/Answer Page	
Social Media & Digital Communications Policy	<input type="checkbox"/>
Read and Acknowledge Page	
Social Media & Digital Communications Policy Acknowledgement	<input type="checkbox"/>
Question/Answer Page	
Safe Side of the Line	<input type="checkbox"/>
Video Page	
Safe Side of the Line Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Code of Ethical Standards for Church Leaders	<input type="checkbox"/>
Read and Acknowledge Page	
Code of Ethics Acknowledgement	<input type="checkbox"/>
Question/Answer Page	
Background Check Questions	<input type="checkbox"/>
Question/Answer Page	
Background Check Notice	<input type="checkbox"/>
Read and Acknowledge Page	
Background Check	<input type="checkbox"/>
Background Check Page	
Curriculum Completion Notice	<input type="checkbox"/>
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.

Sections include:

- Important information regarding Safe Environment Certification,
- Reading and acknowledging PDF of policies,
- Viewing four videos and responding to questions regarding the videos,
- And completing the information for your criminal background check.

*Please note: The videos in this curriculum 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.*

**Sections-**

Safe Haven - It's Up to You: Part 1	<input checked="" type="checkbox"/>
Video Page	
Part 1 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Safe Haven - It's Up to You: Part 2	<input type="checkbox"/>
Video Page	
Part 2 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	
Safe Haven - It's Up to You: Part 3	<input type="checkbox"/>
Video Page	
Part 3 Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	

In these sections, you will be viewing three videos on abuse prevention. 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.

**Sections -**

Mandatory Reporting Responsibility	<input type="checkbox"/>
Read and Acknowledge Page	
Mandatory Reporting Contacts	<input type="checkbox"/>
Read and Acknowledge Page	
Mandatory Reporting Acknowledgement	<input type="checkbox"/>
Question/Answer Page	
Social Media & Digital Communications Policy	<input type="checkbox"/>
Read and Acknowledge Page	
Social Media & Digital Communications Policy Acknowledgement	<input type="checkbox"/>
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 Side of the Line	<input type="checkbox"/>
Video Page	
Safe Side of the Line Acknowledgement & Questions	<input type="checkbox"/>
Question/Answer Page	

In these sections, you will be viewing a video on maintaining appropriate boundaries. You must view this video in its entirety and you will not be able to fast-forward or skip ahead. After viewing the 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.

**Sections-**

Code of Ethical Standards for Church Leaders	<input type="checkbox"/>
Read and Acknowledge Page	
Code of Ethics Acknowledgement	<input type="checkbox"/>
Question/Answer Page	

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

**Code of Ethical Standards For Church Leaders**

Archdiocese of Milwaukee  
200 N. Lincoln St., P.O. Box 179913  
Milwaukee, WI 53217-0913  
(414) 386-3622  
web-site: www.ami.org

© Archdiocese of Milwaukee  
2006 - 2016 Printing  
2006 - Revised Printing  
1997 - Revised, Third Printing  
2000 - Revised Printing  
2001 - 2016 Printing  
2001 - Revised, Ninth Printing  
2008 - Revised Edition, Seventh Printing  
2016 - Revised, Eighth Printing

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




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CODE OF ETHICAL STANDARDS FOR CHURCH LEADERS

**Sections –**

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"/>

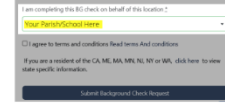
Please select your answers and click on the [Submit Answers](#)



**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.

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.**

Please make sure you check this box!

**For Office Use ONLY - Milwaukee**  
Expires every 1 Year

\*Please enter your name as listed on your government issued identification

I do not have a middle name

First name: [input] Middle name: [input] Last name: [input]

Maiden name: [input]

Address 1: [input] Address 2: [input]

City: [input] State: [input] Zipcode: [input]

Phone: [input]

Date of Birth: [input] [input] 19 [input]

Social Security Number: [input] \*Confirm Social Security Number [input]

I am completing this BG check on behalf of this location: [input]

I agree to terms and conditions. Read terms And conditions

If you are a resident of the CA, ME, MA, MN, NJ, NY or WA, click here to view state specific information.

Submit Background Check Request

If you do not have a middle name please remember to 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: [input]

Address: [input]

Location: Burlington, WI, 53105

Phone: [input]

Date of Birth: [input]

SSN: xxxxx

Date Submitted: [input]

Fair credit reporting act disclosure document

Next Page

Once submitted, you will see a confirmation that your background check details have been entered and submitted.

## Section – Curriculum Completion Notice

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

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

<b>Live Training Registration</b>	<b>Background Check Status</b>	<b>Certification Status</b>
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.

Or contact Cynthia Rivera-Garcia, Safe Environment Program Manager for assistance at 414-769-3447 or [riveragarcia@archmil.org](mailto:riveragarcia@archmil.org).