

Parish/School Letterhead

To:

From:

Date:

Re: It is time to renew your safe environment requirements

As you know, all adults who work with minors in the Diocese of Manchester are required to complete training and undergo a criminal records check when beginning their work. This helps us to ensure that all children who are entrusted to our care are kept safe in our parishes, schools, and in the community at large.

Training and criminal records checks are renewed every 4 years. At this time, you are due to renew the following:

- Training
- Criminal check

Instructions are below. Please complete the above noted items by _____.

Thank you! Please feel free to contact me if you have any questions or concerns. I can be reached at: _____.

Instructions for completing your background check form:

- Enter all information in Section I and sign;
- Section II must also be signed but does not need to be notarized;
- Provide the form to the parish/school office (do not send it to Concord);
- Please note that we cannot accept photocopies or scans;
- Do not enclose any money; the cost is picked up by the Diocese.

Instructions for completing Safe Haven training:

- Go to <https://manchester.cmgconnect.org>
- Click on “Register for a New Account” and provide the requested information.
- Click ‘Start Curriculum.’ The steps you need to complete will be listed on the left hand side of your screen. You must proceed in the order in which they are listed. Once a section or step is completed, it will show as ‘Done.’
- **IMPORTANT:** There are 3 videos. Once you begin watching a video, you must watch it through to the end. Once a step is marked ‘Done’, you may leave the training and log in to complete the remaining steps at another time.
- Once you have completed all of the assigned steps, you can access your Certificate of Completion by going to the training dashboard and clicking ‘Download Certificate.’