

ST. CHARLES BORROMEIO PARISH AND SCHOOL

SAFE ENVIRONMENT RECERTIFICATION INSTRUCTIONS

Employee Rescreen

(keep this sheet for your reference)

PART 1: Return these 2 documents to the school or parish office

1. Complete and sign the enclosed **Applicant Disclosure**
2. Complete and sign the enclosed **Applicant Release**

-After those documents are returned to the office, you will receive two emails from **KidsTrack** to complete the Dept. of Child Services portion of the online screening.

**the link will expire 10 days after you receive it (check your spam folder)*

**this must be completed on a computer, not a mobile device*

PART 2: Online Safe Environment Training

The Diocese of Fort Wayne-South Bend is partnering with Catholic Mutual Group (CMG) to offer safe environment training for all adults who will minister to children. Go to <https://fortwaynesouthbend.cmgconnect.org/>. We already have an account for you, just go to the top right corner and click the button that says, "sign in here".

-Your username is: firstname.lastname.fwsb (example: todd.smith.fwsb)

-Your password is: 1234

Once you log-in, please go to the EDIT PROFILE located in the far left corner of the dashboard to complete your general information AND change your password. Be sure to input your email address so that you will receive future training notices. This will keep your training up to date. There is a helpful flier at the end of the packet.

After logging in, go to the right of the page – click on curriculum – look for "**Initial EMPLOYEE Safe Environment Training Curriculum**". There are several videos to view, each accompanied with a quiz. Also, you will be required to view and sign that you read the employee manual on the CMG website as part of the training.

**This must be done on a computer, not a mobile device.*

Thank you for your prompt attention. Together we may bring peace and the love of God to all whom we serve in our parish and school.

Casey Ryan
Safe Environment Coordinator
stcadulted@scbfw.org
260-969-4026



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

To be completed by school/parish

Package Requested: ☐ Basic Package
☐ New School Employee Package
☒ School Employee Recheck package

St. Charles Fort Wayne

NAME OF PARISH/SCHOOL REQUESTING SEARCH AND THAT SHOULD RECEIVE BILL AND RESULTS

APPLICANT DISCLOSURE

In connection with my application for employment or volunteer service with the Diocese of Fort Wayne-South Bend, I understand that a consumer report (and/or investigative consumer report), as defined by the Fair Credit Reporting Act (FCRA), may be obtained for employment or volunteer purposes.

APPLICANT SIGNATURE

DATE

PRINTED NAME

If applicant is under 18 years of age, this section must be completed:

I, _____, am the parent and/or legal guardian of the applicant. I have reviewed this disclosure request with my child/ward and have had an opportunity to have a meaningful consultation with him/her regarding its implications. I am executing this document and authorizing the procurement of the requested report on behalf of my child/ward and with his/her permission.

PARENT/GUARDIAN SIGNATURE

DATE

PRINTED NAME

**APPLICANT RELEASE FOR CONSUMER AND
INVESTIGATIVE CONSUMER REPORTS**

I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, workers compensation records, credit report, academic records, professional license record and employment related information or records. I agree to release the aforesaid from any liability for collecting that information.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/or mode of living. ***I understand that the target of the consumer report secured by the Diocese of Fort Wayne-South Bend will concern only criminal history information unless I am specifically told otherwise.*** Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize the Diocese of Fort Wayne-South Bend to request a consumer report and/or investigative consumer report about me, for employment or volunteer related purposes, at any time to the extent allowed by law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

I understand that my date of birth will be used solely for identification purposes.

FIRST NAME

MIDDLE NAME

LAST NAME

SUFFIX

ANY OTHER NAME(S) USED

SOCIAL SECURITY#

DATE OF BIRTH

POSITION APPLIED FOR

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

EMAIL ADDRESS

Previous Cities/States/Zip Codes/Counties of Residence During Last 7 Years:

_____ CITY	_____ STATE	_____ COUNTY	_____ ZIP CODE
_____ CITY	_____ STATE	_____ COUNTY	_____ ZIP CODE
_____ CITY	_____ STATE	_____ COUNTY	_____ ZIP CODE

School employees only: Have you ever been licensed/certified to teach or held a teaching license/certificate in any state in the United States? ☐ YES ☐ NO

APPLICANT SIGNATURE

DATE

If applicant is under 18 years of age, this section must be completed:

I, _____, am the parent and/or legal guardian of the applicant. I have reviewed these authorizations and releases with my child/ward and have had an opportunity to have a meaningful consultation with him/her regarding these authorizations and releases and their implications. I am executing this document on behalf of my child/ward and with his/her permission. I furthermore authorize my child/ward to execute all authorizations and releases contained herein having had an opportunity to have a meaningful consultation with him/her about the authorizations and releases and their implications.

PARENT/GUARDIAN SIGNATURE

DATE

California, Minnesota, and Oklahoma residents only:

Please initial here only if you are requesting a copy of the consumer report prepared on you _____.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For

more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau, 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357
2. To the extent not included in item 1 above:	a. Office of the Comptroller of the Currency - Customer Assistance Group, 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	b. Federal Reserve Consumer Help Center, P.O. Box 1200, Minneapolis, MN 55480
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	c. FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	d. National Credit Union Administration - Office of Consumer Protection (OCP), Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street, Alexandria, VA 22314
d. Federal Credit Unions	
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings, Department of Transportation 1200 New Jersey Avenue, S.E., Washington, DC 20590

4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, S.W., Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access, United States Small Business Administration, 409 Third Street, SW, 8th Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission, 100 F St N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA, Washington, DC 20580, (877) 382-4357

CMGConnect

DIOCESE OF FORT WAYNE- SOUTH BEND



Safe Environment Training

Getting Started:

1. Go to <https://fortwaynesouthbend.cmgconnect.org/>
2. **Previously had an account?** If you have done training in the past and had an account, you can use that same username and password to Sign In at the top right of the page. You do not need to fill in the account creation boxes.
3. **New to training?** Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school. If you have questions please contact your parish/school coordinator.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your particular role within the Diocese.
5. Click 'Start Curriculum' for the Initial Safe Environment Training Curriculum.
6. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking 'Download Certificate'.

For more information, please use your FAQ
or Support tab at the top of the screen.



CMG CONNECT Fort Wayne-South Bend FAQ SUPPORT Language - en **Sign In Here**

DIOCESE OF FORT WAYNE-SOUTH BEND
SAVE ENVIRONMENT PROGRAM

This system will assist you with the required and optional training(s) for your identified organization and your individual role and category.

New Users:
If you are new to training please register to setup an account. Use the area to the right to begin; complete the required boxes. We ask that you review that your location, role and category are accurate to your entity and your responsibilities.

Returning Users:
If you have done training in the past and setup an account you will use the same user name and password. Please click the "Sign-In" tab in the right corner of this screen.

Brought to you by Catholic Mutual Group

Existing Accounts
Do you have an account? If so, you don't need to sign up for a new one. Click the 'Sign In Here' button in the upper right hand corner of this window. Otherwise, register for a new account below.

Register for a New Account

Account Personal Affiliation Prev Next

*First name Middle name *Last name

*Username

*Password

*Address 1

Address 2

*City

*State

*Phone

*Date of Birth

1929 January 24

Previous Next Step

*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

*Please Select a Role

Volunteer

*I participate as a/an:

- Advisory Board Only
- Candidate for Ordination
- Deacon
- Employee - Parish or Diocesan Offices
- Priest
- School Employee
- School Building Safety Initiative
- Volunteer

Previous Register My account

Already have an account? Sign in here!

Users can click here to create their accounts in Spanish prior to registering

• You will progress through ALL three account creation screens before your registration is complete. *If you are unsure of what role to select for your participation category, please contact the diocese.*

• On your main dashboard, you will click Start Curriculum

• Complete the training sections—as you work through they will be marked as **Done** in each box.

• When finished, click the 'Dashboard' tab on the left side of your screen to return to your training options.

• Access your certificate by locating the completed curriculum on your dashboard and clicking the gray 'Download Certificate' button.

A. Initial VOLUNTEER Safe Environment Training Curriculum - Fort Wayne/South Bend

1 Years

Includes: Diocese of Fort Wayne/South Bend video; Participation Summary; Questions; Safe Haven - It's Up to You video segment II; Participation Summary; Questions; Volunteer/Personnel Manual; Volu...

Start Curriculum

Completed

Download Certificate

Training Overview
Training information and results.

Training Notice
Read and Acknowledge Page **Done**

Safe Environment Training - The Basics
Video Page **Progress**

Safe Environment Training - The Basics
Read and Acknowledge Page

Safe Environment Training - The Basics
Question/Answer Page

Creating a Safe Haven for Children - The Grooming Process
Video Page

Creating a Safe Haven for Children - The Grooming Process
Read and Acknowledge Page

Creating a Safe Haven for Children - The Grooming Process
Question/Answer Page

Employee Personnel Manual
Read and Acknowledge Page

Employee Acknowledgement
Question/Answer Page

<https://FortWayneSouthBend.CMGconnect.org/>