

## Safe Environment Training {SET}

### REQUIRED FOR ALL PARENTS!

To volunteer on campus every parent must complete both a foundational training in Safe Environment Training (SET) and the yearly update. Certification year ranges from July 1<sup>st</sup> - June 30<sup>th</sup> annually. Once you complete foundation training, and every subsequent year as you update, your record is maintained in the diocesan database as well as at the training site. After completing the foundational training you can easily update online at (<https://phoenix.cmgconnect.org/>) This is also the site where you can check your status. The foundational training must be **completed in person\*** and you may attend a live session for annual update training in lieu of the online follow-up.

**\*Special Note:** This year, the Safe Environment Office will be allowing people to continue the SET mission, via a remote option. This has never been done before. We encourage you to take advantage of this option now then all you have to do in July is renew your certificate online. If you choose not to take the online options the foundational courses that will be held on campus are listed below. On the following pages are instructions for the online option.

**All parents must complete the initial foundational training one time; this includes any legal adult that will be on campus at any time. (Please bring 3 references with you in order to save time in filling out paperwork.)**

**All parents must complete renewal training every year after foundation training is completed; this includes any legal adult that will be on campus at any time.**

St. Francis will be offering 2 Foundational Training Classes at the beginning of the school year. The dates for the training at SFX are:

- **Monday, August 17th, 2020 9:15 am (right after Coffee Connect)**
- **Wednesday, August 19th, 2020 6:00 pm to 7:30 pm at the SFX library.**

For more information contact Ms. Lexi Good at [lexi.good@sfxphx.org](mailto:lexi.good@sfxphx.org).

1. Go to: <https://phoenix.cmgconnect.org>
2. Go to "Register for a New Account" section and complete all steps for your CMG account.

Register for a New Account

| Account  | Personal             | Affiliation          |
|--|----------------------|----------------------|
| Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Dcn. |                      |                      |
| First Name *   | Middle Name          | Last Name *          |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> |

3. Go to the Dashboard 



4. Click on the Foundation training that looks like this:

5. Please complete all sections **by clicking on any and all buttons.**



All sections must go from Pending

to Done

\*If sections are left "Pending" or "In Progress", CMG cannot mark your course as completed.

Procedures to Report in Arizona  
(Takeaway Packet)

Read and Acknowledge Page

6. Under the section Read and Acknowledge Page Please **download** this Take Away Packet and read through it. *This is necessary for course completion.*

7. Complete and submit background check information (**Carefully review that all your information is correct before submitting. Mistakes and fabrication of information will require an additional BG check and will add additional costs**). If everything is correct

please click on Submit Background Check Request. Please allow 7-10 business days for processing.

1. Ir a : <https://phoenix.cmgconnect.org/?locale=es>
2. Regístrese para una cuenta nueva de CMG, en esta sección:

Regístrese para obtener una Nueva

|        |          |            |
|--------|----------|------------|
| Cuenta | Personal | Afiliación |
|--------|----------|------------|

3. Haga clic en Dashboard



THE ROMAN CATHOLIC  
DIOCESE OF PHOENIX

**Ambiente seguro**  
**APLICACIÓN INICIAL Y FORMACIÓN DE FUNDACIÓN**  
*Solicitud, Revisión de la política diocesana, video de la FUNDACIÓN y verificación de antecedentes*

Capacitación inicial de la Fundación:  
Videos "A Time to Protect" y "A Plan to Protect", paquete para llevar y verificación de antecedentes (Initial ONLINE Training & Background Check) - Phoenix

Empezar

4. Haga clic en la clase de Fundación que se mira así:

5. Por favor completa cada sección **y haga clic en cada boton al final de cada sección.**



Todas las secciones tienen que decir "Done"

- \* Si alguna sección se queda en "Pending" o "In Progress", el sistema no podrá marcarlo por completo.

Capacitación de Ambiente Seguro Resumen de Capacitación  
Read and Acknowledge Page

6. Bajo la sección [Read and Acknowledge Page](#) por favor **descargue** el paquete y leelo. *Es necesario para cumplir con los requisitos de Ambiente seguro.*
7. Complete su verificación de antecedentes con su SSN o su ITIN . Favor de verificar su información cuidadosamente y **asegúrese que todo esté correcto** (información falsificada o incorrecta, resultará en costo adicional).
8. Si todo está correcto haga clic en [Submit Background Check Request](#) para someter la verificación de antecedentes. Es posible que tarde 7-10 días para procesar su verificación de antecedentes.