

Safety and Fingerprinting Instructions

VEYM Background Check Procedure

In order to promote a safe environment and to protect the minors in our organization, it is required by the Diocese of Orange that ALL adults complete a background check and safety education before interacting with minors. The safety class is completed completely online, takes approximately 1 hour, and can be done in parts. The background check consists of live scan fingerprinting, and is only for those already at least 18 years old. The background check does not transfer between organizations, so even if you have been fingerprinted elsewhere before, you must complete this process again. The CMG Connect - Safe Haven Certification must be renewed every 3 years.

Part 1 - Online Safety Course

1. Go to <https://orange.cmgconnect.org/>
2. Register for a new account.
 - a. Fill out the "Account" section. Then click on "Next Step"
 - b. Fill out the "Personal" section. Then click on "Next Step"
 - c. On the "Affiliation" section, fill out the section as below. Then click on "Register."

Register for a New Account

Account	Personal	Affiliation
*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)		
St Barbara Church - SANTA ANA, CA		
Please Select a Role *		
Volunteer		
I participate as a/an: *		
<input type="checkbox"/> Clergy/Religious		
<input type="checkbox"/> Driver of Diocese Owned Vehicle		
<input type="checkbox"/> Employee		
<input type="checkbox"/> Eucharistic Minister to the Sick and Homebound (EMSH)		
<input type="checkbox"/> Safe Environment Training		
<input type="checkbox"/> Sexual Harassment Training		
<input checked="" type="checkbox"/> Volunteer		
Previous		Register

3. After registering for an account, find the course titled, "A. Safe Haven - It's Up to You - Orange" and click "Start."



The screenshot shows the course start screen. At the top is the logo of the Roman Catholic Diocese of Orange. Below it, the text reads "SAFE ENVIRONMENT TRAINING" in large white letters on a teal background, followed by the subtitle "Safe Haven - It's Up to You" in a smaller font. A red banner below that states: "This module is also eligible to RETAKE to meet the requirements for diocesan training every 3 years". Underneath, it says "Expires Every 3 Years". The course title "A. Safe Haven - It's Up to You - Orange" and the description "Safe Environment Basic Safety Training" are listed. At the bottom, there is a green button labeled "Start" with a play icon.

4. After successfully completing the course, the course should display "Complete". Print the Certificate and send that PDF to Tr. Tai (tai.tnttsb.org).



The screenshot shows the course completion screen. It features the same header and title as the start screen. The red banner is present. Below the "Expires Every 3 Years" text, the course title "A. Safe Haven - It's Up to You - Orange" and description "Safe Environment Basic Safety Training" are displayed. At the bottom, there is a dark blue button labeled "Complete" with a checkmark icon, and a light blue button labeled "Print Certificate" with a printer icon.

Part 2 - Live Scan Fingerprinting (must already be 18+)

1. Once you complete the CMG Connect - Safe Haven course **AND** Tr. Tai has a PDF copy, **Print** and **Fill** out the [Live Scan Application Form](#).

Example of how to fill out the top section:

Date: Today's Date School/Parish: St. Barbara Church

Application Type (circle one): Employee **Volunteer**

Ministry: Vietnamese Eucharist Youth Movement -Thieu Nhi Thanh The

Job Title (check one below):

<input type="checkbox"/> Volunteer Catechist	<input type="checkbox"/> Catholic School Teacher	<input type="checkbox"/> Administrator
<input type="checkbox"/> General Staff Member	<input type="checkbox"/> Volunteer with Supervisor Duties	<input checked="" type="checkbox"/> Volunteer
<input type="checkbox"/> Multiple jobs/positions	<input type="checkbox"/> Other (please specify): _____	

Check all that apply: I will be working with children
 I will be working with money
 I will be driving a vehicle in the course of my volunteer/employee duties

Have you previously been fingerprinted at a church/school in the Diocese of Orange? (check one)

Yes If so, name of church/school: _____
 No

If you have never been fingerprinted before, then mark "NO".
If you have been fingerprinted before for another church or school, because you're a volunteer/catechist there or because you work there, then please mark "YES" and state which church/school.

2. After filling out the personal information, turn in a **PHYSICAL** copy of the form to Tr. Tai.
3. Tr. Tai will submit your form to the Parish Office where they will enter in and process your information into the system.
4. The office will then contact Tr. Tai or the individual directly to ask you to come to the Parish Office to pick up an envelope. Parish Office Hours: M - F 8:30AM - 8:00 PM.

The envelope **SHOULD** contain:

- a. List of valid locations you may get fingerprinted at
 - b. 3 copies of the Live Scan Form. It should have a number that associates the form with the church or diocese.
5. Travel to a nearby live scan center. Acceptable locations and directions will be provided.

You **MUST** bring with you:

- a. The LIVE SCAN REQUEST from the office.
- b. A government issued identification (Driver's License, Passport, etc.)
- c. Payment. Cost will vary but should not be more than \$15. Keep the receipt and you will be reimbursed for the fingerprinting at a later time.

6. The live scan process itself will take around 10 minutes. Once complete, they will return 2 Live Scan Forms to you.
 - a. The live scan location will keep 1 copy of the request.
 - b. 1 form will be for the Church and the last one is for your records.
7. Give 1 copy of the Live Scan Form to Tr. Tai along with your printed CMG Connect Certificate in an **envelope** with **YOUR NAME** on it.

Part 3 - Background Check Verification Form - Tr. Tai's Job ONLY

1. Tr. Tai will submit your Live Scan Form and CMG Connect Certificate to the Parish Office and have **Cô Kim** or **Anne Devlin** verify and sign the [Background Check Verification Form](#).

Frequently Asked Questions:

Q: I'm not 18 yet. Do I need to get fingerprinted?

A: For now, all you need to complete is the Safe Haven - It's Up to You - Orange at <https://orange.cmgconnect.org/>. After you turn 18, you will need to be fingerprinted as soon as possible.

Q: I already completed a fingerprinting for work. Can I just transfer that to the church?

A: Background checks cannot be transferred, so you will have to do it again.

Q: I already completed the Safe Haven - It's Up to You - Orange for religious education. Do I have to retake the class?

A: If the training has not expired, it will be accepted if you send Tr. Tai the certificate.

Q: I'm new and not 100% sure that I want to become a HT yet. Do I still need to complete all these steps?

A: The background check is required to interact with children. However, a day of supervised observation is allowed (depending on Anh Stev).