

## **First Time Safe Environment Certification**

The Archdiocese of Omaha mandates that all adults who interact with children/vulnerable adults in the name of the Church are required to become Safe Environment Certified.

**If you would like to volunteer at the school or drive for fieldtrips you must complete the Safe Environment Training & the Defensive Driving Course!**

\*If already certified, do NOT create another account – see instructions for recertification.

1. Register for a new account on the Catholic Mutual Platform: <https://omaha.CMGconnect.org>
2. Complete all sections of the Registration Box
  - a. Choose a username & password
  - b. Enter contact & profile information
  - c. Select the primary parish/school at which you volunteer
  - d. Choose your role 'volunteer' and check the box that describes your involvement
  - e. Click "Register" to complete your account setup
3. Click "Start" for the SE Live Training & Background Check curriculum in order to:
  - a. Agree to the Archdiocesan Code of Conduct
  - b. RSVP for a live training
  - c. Give consent and submit information for a background check
4. Attend the training – Training takes approximately 2 1/2 hours & is held at Scotus
5. Notify the school office that you have completed the SE Certification & Completed the Safe Driving Course

Usually, SE certification takes 7-10 days following this process and is valid for 6 years.

## **How to complete the Defensive Driving Course**

1. Log in to <https://cmgconnect.org/>
2. Scroll down to 'Optional Trainings'
3. Find 'Defensive Driving Curriculum'
4. Click on the Green Start button  
(This video is less than 13 minutes and concludes with a 7 statement review)
5. Complete Video & Statements
6. Notify the school office that you have completed the Safe Driving Course

## **How to Complete Safe Environment Recertification**

\*If already certified, do NOT create another account – see instructions for recertification.

(If assistance is needed with recovering your username and password, contact Belinda Keiter at the Church or Cheryl Zoucha at the School)

1. Go to your existing account: <https://omaha.CMGconnect.org>
2. Click "Sign in Here" in the upper right hand corner
3. Enter your username and password
4. Click "Start" under SE Recertification Process to begin (Process takes approximately 1 ½ hours)  
Usually, SE recertification takes up to 7 days following this process and is valid for 6 years
5. Notify the school office that you have completed your SE Recertification