



# ST. SERRA CATHOLIC SCHOOL

## VOLUNTEER CLEARANCE PROCESS

### NEW VOLUNTEER ONLY

Dear St. Serra Parents,

Thank you for offering your time and talents to volunteer at St. Serra.

In order to volunteer, we require that all volunteers who work directly with children must be fingerprinted through the Diocese of Orange and complete the online Safe Environment training course and online California Mandated Reporter Course.

To start your clearance process, please follow the instructions below:

#### **Step 1: Fingerprint Clearance (Livescan)**

(one time only)

- All first-time volunteers must have an in-person meeting to start the clearance process. Please book your meeting [HERE](#).

#### **Step 2: Safe Environment Online Course**

(required every three years)

- [CLICK HERE](#) to be directed to the CMGConnect website and create your account. If you need instructions for setting up a new account, [CLICK HERE](#).
- Under "Required Trainings", click on the module titled "**Safe Environment Training - Safe Haven – It's Up to You**". Complete the training and email your certificate to [safeenvironment@serraschool.org](mailto:safeenvironment@serraschool.org).

#### **Step 3: California Mandated Reporter Training**

(required annually)

- [CLICK HERE](#) to be directed to the CMGConnect website and create your account. If you need instructions for setting up a new account, [CLICK HERE](#).
- Go to your "Profile" and check the box "CA Mandated Training" in the "Role and Other Information" section. You should then be able to see "**California Mandated Reporter Training**" on your Required Trainings dashboard. Complete the training and click this [link](#) to fill out a brief training completion form.