



Safe Environment Program Training Procedure for Adults

1. All priests, deacons, candidates for ordination, employees, and those volunteers who will have regular contact with minors in their volunteer responsibilities must complete the safe environment training program before they begin their responsibilities.
2. Adults (age 18 and over) must begin their safe environment training by completing the INITIAL Priest, Employee or Volunteer Training Module at the Catholic Mutual Group website, *CMG Connect*, (<https://fortwaynesouthbend.cmgconnect.org/>). The local SEC will provide new applicants with information as to how to access the site, register themselves, and begin training. There is a Safe Environment Flyer for this purpose. Additional training modules will be assigned to adults per the diocesan curriculum. The diocesan SEC will assist all priests, deacons, seminarians, candidates for the diaconate, chancery employees and certain special cases in completing their safe environment training.
3. Young person employees and volunteers (under the age of 18 years) must complete the *Commitment to the Code of Conduct and Authorization*. Parents of the young person must sign this form. This two-page form replaces all previous training requirements for young person employees/volunteers.
4. No person under 18 years of age is to create an account in the CMG Connect database. The local SEC will create such accounts. No person under 18 years of age is to complete safe environment training using the CMG Connect curriculum.
5. Training must be completed before the employee/volunteer begins his/her responsibilities.