

Diocese of Manchester
Safe Environment Requirements for Schools

School Employee

School Volunteer

1 <u>School Employment Application</u> Varies according to position <i>(Keep in personnel file and enter in SED)</i>	1 <u>Volunteer Application</u> (online @ www.catholicnh.org/volunteer) <i>(Keep in personnel file and enter in SED)</i>
2a <u>Fingerprinting and NH background check scheduled through State of NH portal</u> Go to: https://services.dos.nh.gov/chri/cpo/ to register and schedule an appointment. <i>(No need to send anything to s.e. office)</i> <i>(Candidate pays online; school may reimburse)</i>	2a <u>NH background check (“CRR”)</u> **use regular form** <i>(Email or mail to Safe Environment Office)</i> <i>(Do not enclose any money)</i> 2b Recomplete NH CRR every 4 years
2b Recomplete NH CRR every 4 years on volunteer form	3a CORI Form - complete if person has lived in MA during past 5 years. Verify ID or have the form notarized. 3b Choicepoint Form -complete if person has lived in any other state during past 5 years. <i>(Email or mail to Safe Environment Office)</i>
3 <u>Check of the National Sex Offender Registry</u> www.nsopw.gov <i>(Enter date of check in SED)</i>	4 <u>Check of the National Sex Offender Registry</u> www.nsopw.gov <i>(Enter date of check in SED)</i>
4 <u>Child Safety training (CMG Safe Haven):</u> https://manchester.cmgconnect.org Includes electronic Acknowledgement Form <i>(SE Office enters dates)</i> 4a <u>Boundaries and Sexual Harassment training on CMG site above</u> 4b Refresher training every 4 years	5 <u>Child Safety training (CMG Safe Haven):</u> https://manchester.cmgconnect.org Includes electronic Acknowledgement Form <i>(SE Office enters dates)</i> 5b Refresher training every 4 years