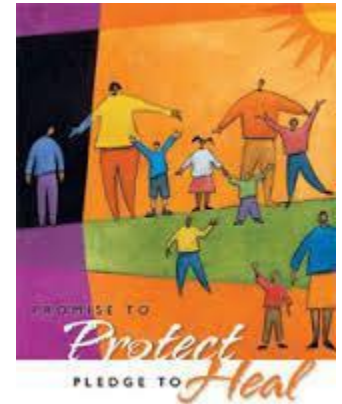


**All Educators, Staff, and Volunteers (including for chaperoning field trips)
must be Safe Environment Certified**

What you need to know:

- You will be giving information for a Background Check to be generated. Depending on the location and number of your prior home addresses, it can take up to three weeks for a Background Check to be generated for each of your past home residences.
- When Background Checks are generated, they are sent directly to our Lexington Diocese Chancellor. The chancellor reviews the report, advises the church and school, and keeps the information on file at our diocesan office.
- **Please become certified as soon as possible.** (Most field trips there are downhearted parents & students because Background Checks have not been cleared before the day of the field trip—parents are not allowed to accompany students on field trips until they are completely certified.)
- Safe Environment Certification, Background Checks, and Volunteer Applications must be renewed every five years.



How to become Safe Environment Certified for Good Shepherd School Volunteers:

- Complete a **Volunteer Application** and return to Good Shepherd School Office.
- If this is the first time you will become certified, go to: **Lexington.CMGConnect.org**, and register for a new account. Please complete all fields. The site you are affiliated with is "School: Frankfort/Good Shepherd – Frankfort, KY" and you are a "Volunteer".
- Complete **all** the required Curriculums and give the pertinent information towards your Background Check/s. The process takes less than two hours. You are also encouraged to view the optional curriculums which have additional valuable information.
- If you need to **renew your certification** after five years, go to the same site, and sign in to complete the required curriculums. If you have forgotten your username or password, and are unsuccessful trying to recover them, please contact Laura Hack, LHack@cdlex.org.

*Thank you for your willingness to support our parish school in creating a holy, safe,
and nurturing environment for our children, staff, and employees!*

If you have questions or concerns, please contact Laura Hack, LHack@cdlex.org, 502-227-4511 x1349.

Additional info available at <https://frankfortgoodshepherd.org/safe-environment-education>