



St. Peter and St. Paul Catholic School Preschool Volunteer Clearance Checklist

- Live Scan Community Care Licensing.
 - Please submit a copy of the completed Live Scan to the school office.
- Diocese of San Bernardino Live Scan
 - Please submit a copy of the completed Live Scan to the school office.
- Diocese of San Bernardino Volunteer Policy
- CMG Training Certificate (good for 3 years)
- Vaccinations (Immunization record or signed medical exemption from physician)
 - Proof of negative TB
 - Influenza
 - Pertussis/Whooping Cough (Tdap)
 - Measles (MMR)

REQUEST FOR LIVE SCAN SERVICE - COMMUNITY CARE LICENSING

Applicant: If you intend to use Guardian, please start this process at the Guardian Applicant site (<https://guardian.dss.ca.gov/Applicant>). Working with your Facility/Organization, you will be able to retrieve a prepopulated Live Scan form which helps ensure accuracy and reduce possible delays.

1. ORI: **A0448**

2. Working Title: (Check one) ☐ Adult Resident other than Client ☐ Employee ☐ RFA Relative
☐ License, Certification, Applicant ☒ Volunteer ☐ Home Care Aide Registry Applicant

3. Authorized Applicant Type: **CCLD**

(Enter from list on Page 2, "DOJ Abbreviated CCLD Facility/Organization Type")

4. Agency Address Set Contributing Agency:

CA Dept of Social Services

03502

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

PO BOX 94244

Mail Station T9-15-62

N/A

Street No.

Street or PO Box

Contact Name

(Mandatory for all school submissions)

Sacramento

CA

94244-2430

N/A

City

State

Zip Code

Contact Telephone No.

5. Applicant Information:

Name of Applicant: (Please print) _____

Last, First, MI. _____

AKA's: _____

CDL/CA ID No. _____

DOB: _____ Sex: ☐ Male ☐ Female

Misc No.: **BIL -**

Agency Billing Number (If applicable)

HT: _____ WT: _____

Misc No.: _____

Permanent Resident Card,
Out-of-State Driver's License or I.D.

Eye Color: _____ Hair Color: _____

POB: _____

Mailing Address:
(All applicants must complete)

SOC: _____

Street or P.O. Box

(See Privacy Statement on Page 4)

City, State and Zip Code

6. Facility/Organization No.: **360907167**

Level of Service ☒ DOJ ☒ FBI

(This field is REQUIRED by CCL)

If resubmission, list Original ATI No.: _____ (Must present proof of rejection)

7. Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name: **St. Peter & St. Paul School**

9135 Banyan Street

03502

Street No.

Street or P.O. Box

Mail Code (five-digit code assigned by DOJ)
(909) 987-7908

Alta Loma

CA

91737

City

State

Zip Code

Agency Telephone No. (Optional)

8. Live Scan Transaction Completed By: _____

Name of Operator

Date

Transmitting Agency

LSID No.

ATI No.

Amount
Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A3004

ORI (Code assigned by DOJ)

Authorized Applicant Type

VOLUNTEER

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - If assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Diocese of San Bernardino

Agency Authorized to Receive Criminal Record Information

1201 E. Highland Ave.

Street Address or P.O. Box

San Bernardino

City

CA

State

92404

ZIP Code

01173

Mail Code (five-digit code assigned by DOJ)

Paula Garcia

Contact Name (mandatory for all school submissions)

(909) 475-5175

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Sex ☐ Male ☐ Female

Date of Birth

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

1535

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

DIOCESE OF SAN BERNARDINO

Volunteer Policy

The Diocese of San Bernardino deeply values the contributions of our volunteers who generously give their time, talent, and dedication in service to our parishes, schools, and ministries. Volunteers play an essential role in supporting the mission of the Church and are viewed as representatives of the Diocese and their respective parish communities. To ensure a safe, respectful, and faith-filled environment for all, the following policy outlines the expectations and responsibilities of all volunteers.

1. Voluntary Nature of Service

All service provided by volunteers is strictly on a **voluntary basis**. Volunteers do not receive compensation or benefits and are not considered employees of the Diocese or its affiliated entities. (Any former employee wishing to volunteer in an area they worked in, must sign a waiver acknowledging they will not receive compensation, this waiver is available in the Office of Human Resources.) As such, volunteers may be released from their role or asked to step down from any ministry service at any time at the discretion of the Pastor, Principal, Parish leadership or Diocesan leadership, with or without cause.

2. Conduct and Representation

Volunteers in our parishes, schools or other Diocesan institutions and entities assume full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all relationships. **Code of Pastoral Conduct.**

Volunteers are expected to conduct themselves in a manner that upholds the values and teachings of the Catholic Church. As visible representatives of the parish, school, and the Diocese, volunteers must avoid any behavior (public or private) that could cause scandal or bring disrepute to the Church, including behavior on social media or in public settings.

3. Compliance with Diocesan Policies

Volunteers must comply with all applicable diocesan policies, including but not limited to the **Safe Environment Policy for the Protection of Children, Finance Policy, Workplace Violence Prevention Policy** and **Harassment Policy**. Violence, threats, intimidation, and any form of harassment will not be tolerated.

4. Reporting Harassment

Volunteers are required to report any instance of harassment or misconduct immediately. This includes harassment by clergy, employees, vendors, other volunteers, or members of the parish community. Reports should be made to the parish Pastor, Diocesan Human Resources Director, or other appropriate Diocesan authorities.

5. Responsibility to Maintain a Safe Environment

Volunteers must refrain from any behavior that may be perceived as harassing, abusive, or inappropriate. This includes verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive environment. Volunteers share in the responsibility of ensuring the Church remains a place of dignity, safety, and respect for all.

6. Conflict of Interest

Volunteers serving at a parish, school, or any diocesan entity where an immediate family member is employed must conduct themselves in a way that avoids actual or perceived nepotism or conflicts of interest.

7. Confidentiality

Volunteers may be privy to confidential information. Any confidential information entrusted to said volunteer is to be protected in accordance with Church teachings, professional ethics and legal obligations. Any confidential information is to be maintained both during and after volunteering and is not to be disclosed to any unauthorized person whether inside or outside of the Diocese. Any actual breach or suspected breach of confidentiality is to be reported to the Pastor, Principal, Office Director or designee.

8. Acknowledgment

All volunteers are required to sign an acknowledgment form confirming they have read, understood, and agree to abide by this policy and any additional policies relevant to their ministry or volunteer role.

Name: _____

Signature: _____

Date: _____

Parish: _____

Ministry(ies): _____

CMGConnect

DIOCESE OF SAN BERNARDINO



End-User Instructions

1. Go to <https://sanbernardino.cmgconnect.org>
2. **If you have previous safe environment certification (VIRTUS):** Your historical records may have been imported to CMG Connect. **Please do NOT create a new account.** Click **Sign In** located in the upper right corner of the page. From the Account Login screen, sign in with your own information using the username format: **FirstnameLastname-sbd** (Ex: JonDoe-sbd) and password: **1234**
You will be prompted to update to a more secure password the first time you sign in. Once the new password is saved, return to the sign in page and use your new credentials to access your training.
3. **If you are NEW to CMG Connect:** Please create a new account by completing all of the boxes under the *Register for a New Account* area. This will include your address, primary parish or school, and how you participate at your parish or school. Once your account is successfully created, you will automatically be brought to your training dashboard page. **Please enter your first and last name in the system as it appears on your official documentation so overall results can be correctly associated with your training account.**
4. Click **Start**  to open the **A. Safe Environment ONLINE Training - San Bernardino** module posted under the Required Trainings area of your dashboard.
5. After your account is certified as compliant by the Diocese, you can also download and/or print a certificate for the completed curriculum. To access, log in to your account and click **Print Certificate** under the finished module(s).

PREVIOUSLY CERTIFIED USERS:

Sign in to your historical account with the username format: **FirstNameLastName-sbd** and password: **1234**

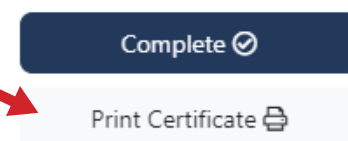
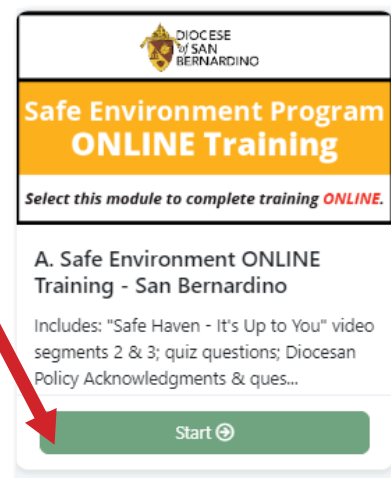
Please contact cmgconnect@catholicmutual.org or click the [Support](#) button if you need additional help accessing your account.

NEW ACCOUNTS: Progress through all three account creation screens in the *Register for a New Account* area then click **Register** to complete your profile set-up.

- Once logged in, locate **A. Safe Environment ONLINE Training - San Bernardino** on your main dashboard and click **Start** to begin.

- Complete each of the training sections—as you finish page, it will be marked with a green check mark (✓) to show that your progress is saved.

- Once you have been certified by the Diocese, a completion certificate will be available under the finished module on your dashboard. Click the gray **Print Certificate** button to access.
With your valid email address on your account, you will also receive a system message when approved.



Please note: If you finish your online training but do not complete your Background Check requirement, you will **NOT** be certified for compliance. Contact your Local Site Coordinator or the Diocese for more information.

<https://SanBernardino.CMGconnect.org/>