

Diocese of Manchester
Safe Environment Requirements for Parishes

Parish Employee

Parish Volunteer

1 <u>Employment Application</u> <i>(Keep in personnel file and enter in SED)</i>	1 <u>Volunteer Application</u> (paper or online @ www.catholicnh.org/volunteer) <i>(Keep in personnel file and enter in SED)</i>
2a <u>NH Background Check (“CRR”)</u> <i>(Email or mail to Safe Environment Office)</i>	2a <u>NH Background Check (“CRR”)</u> <i>(Email or mail to Safe Environment Office)</i>
2b Recomplete CRR every 4 years	2b Recomplete CRR every 4 years
3a CORI Form- complete if person has lived in MA during past 5 years. Verify ID or have the form notarized.	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>	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>
4 <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>
5a Child Safety training (<i>CMG Safe Haven</i>): https://manchester.cmgconnect.org Includes electronic Acknowledgement Form <i>(SE Office enters dates)</i>	5a Child Safety training (<i>CMG Safe Haven</i>): https://manchester.cmgconnect.org Includes electronic Acknowledgement Form <i>(SE Office enters dates)</i>
5b <u>Sexual Harassment training</u> on training site noted above	5b Refresher training every 4 years (online)
5c S.e. refresher training every 4 years (online)	