

# Safe Environment

## HOW TO OBTAIN LEVEL 2 FINGERPRINTING STEP BY STEP INSTRUCTIONS



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**1.**

Go online to <https://www.dospsep.org>. This will bring you to the applicant page. Click on the box to the left for New Applicant. This will bring you to the Florida Application Experience Instructions. Read the page. When done, click on the box that indicates you have read the instructions and agree to the terms. Then click Continue.

**2.**

The next page that opens lists fingerprint locations. Choose a fingerprint location by clicking on the arrow next to the location. This will now bring you to a calendar. Click on a date. Once you click on the date a list of times will appear to the right. Click on the arrow next to the time you wish to attend the appointment.

**3.**

On the New Application page choose your Application Type (Employee, Volunteer or Vendor). Select the location that you will be working at or volunteering at. Click Continue.

**4.**

Complete all fields on this page and click Continue. Complete the waiver page by answering the questions, sign with your mouse or touchpad (by holding down the left button while writing), and click Continue.

**5.**

At this time, volunteers are required to pay \$51, employees pay \$58.58, and contractors/vendors pay \$89.

**6.**

Upon completion, you will be provided with a confirmation email. Please print the email and bring it to your appointment, along with the unexpired Government issued identification card. If you are unable to print the email, write down the ID Code and bring that to your appointment. Results of your Level 2 status will be forwarded directly to the parish/school you designated during your registration process.

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## HOW TO COMPLETE SAFE ENVIRONMENT TRAINING STEP BY STEP INSTRUCTIONS



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- 1.** Go online to <https://cmgconnect.org>. This will bring you the main start page. The Safe Environment curriculum is free and available 24 hours a day 7 days a week.
- 2.** Select "St. Petersburg" in the drop-down box. Click "Go To Diocese."
- 3.** The next page brings you to the registration. Fill out the boxes for "Registering a New Account".
- 4.** Complete all the boxes Select the Primary/School at which you will be volunteering or working. a. Select your role, Volunteer, Employee, Vendor, etc.
- 5.** Click the button, "I'm not a Robot" and click "Register".
- 6.** Take the required course titled:
  - a. Safe Environment Program – St Petersburg – Volunteers, Employees and Vendors
  - b. 2022/2023 Child Abuse Reporting Procedures – School Employees
  - c. 2022/2023 Bloodborne Pathogen Training – School Employees
  - d. Sexual Harassment and the Church – All Employees
  - e. Required Suicide Prevention Training – St Petersburg – School Employees
- 7.** Once trainings are completed contact your parish or school Safe Environment Point of Contact to find out if you need to print the certificates and bring them in before volunteering or employment starts.

If help is needed please call the school or parish point of contact first and if they cannot help, please call the Safe Environment Office at the Pastoral Center and ask for Kim Sbarra or Michael Craig.

# Safe Environment

## FREQUENTLY ASKED QUESTIONS SCRIPT FOR FACILITATORS



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### 1. HOW DO I DO GET MY FINGERPRINTS TAKEN:

Please log onto [www.dospsep.org](http://www.dospsep.org) and make your appointment. We have several locations throughout the Diocese.

### 2. THERE ARE NO APPOINTMENTS SHOWING ON THE DATE THAT I CLICK ON:

It means that there are no appointments that day. You may either click on the next date until times show up or you can choose a new location to find a date and time that fits your schedule.

### 3. I DON'T REMEMBER MY LOG IN OR PASSWORD:

Please click on the blue Support button located at the bottom righthand corner of the CMG website page and fill out a support ticket. CMG will get back to you within 24 hours with instructions on how to reset your password or how to get your login.

### 4. THE CMG SITE WILL NOT LOAD FOR ME:

The site works best with Microsoft Edge, Apple Safari, Mozilla Firefox, Google Chrome and Brave. There are known issues using Internet Explorer 11.

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## **5. WHERE DO I GO TO DO MY SAFE ENVIRONMENT TRAINING:**

Please go to [www.cmgconnect.org](http://www.cmgconnect.org) and select St. Petersburg. It will take you to a new registration page. Fill out the information and watch the video called Safe Have.

## **6. MY GRANDCHILD GOES TO A PUBLIC SCHOOL AND I NEED MY BACKGROUND CHECK:**

The Diocese of St. Petersburg and the Public School system do not share information between each other. You will need to follow the instructions of that school system. If you want a copy of your report for your personal records, please call the Diocese. You will need to go to the Pastoral Center with a government issued picture ID. The report will be stamped "For Personal Use Only Not to be Used as Proof of Background Screening".

## **7. MY CREDIT CARD WAS CHARGED TWICE FOR FINGERPRINTING:**

Please send an email to [fingerprinting@dosp.org](mailto:fingerprinting@dosp.org) with your name on the credit card, date of birth, and appointment date. Our fingerprint vendor will have a refund posted on your credit card within 7-10 business days.

## **8. WHY AREN'T THERE ANY WEEKEND APPOINTMENTS:**

Most of our locations are schools or parishes and the individuals running the machines are employees of those entities and do not work on the weekends. If you need a weekend appointment, please make your appointment at the Seminole BIM location.

## **9. I HAVE ALREADY BEEN FINGERPRINTED FOR MY JOB:**

Unfortunately, we are not able to take a report from another entity.



# Safe Environment

## LEVEL 2 FINGERPRINTING FREQUENTLY ASKED QUESTIONS



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### 1. HOW DO I GET FINGERPRINTED? WHAT IS THE WEBSITE FOR FINGERPRINTING?

Please log onto our fingerprinting website [www.dospsep.org](http://www.dospsep.org) and fill out the registration information.

### 2. WHAT IF NO APPOINTMENTS SHOW UP ON THE DAY I CHOOSE?

Click on the next date on calendar until times are displayed.

### 3. HOW LONG DOES IT TAKE FOR RESULTS?

It depends upon how busy the FBI and Florida Dept. Of Law Enforcement is, please give us up to 5 business days.

### 4. "I WAS FINGERPRINTED ON \_\_\_\_DATE AND HAVE NOT HEARD ANYTHING?"

Please call your parish or school point of contact at \_\_\_\_\_

### 5. WHY DO I NEED TO GET FINGERPRINTED EVERY 5 YEARS?

A fingerprint record is only as good as the day it was taken. We need to know if there have been arrests during this period and individuals' fingerprint characteristics may have changed, i.e., the ridges may of worn off or an individual may have lost a finger.

### 6. WHERE DO I GET FINGERPRINTED?

The Diocese of St. Petersburg has entire fingerprint network set up and we have a location in every county. We cannot accept fingerprint records from other organizations or locations, please check the website at [www.dospsep.org](http://www.dospsep.org) for more information.

### 7. HOW CAN I CHANGE MY APPOINTMENT IF I CAN'T MAKE SCHEDULED ONE?

Please call the Safe Environment Office at 727-344-1611.

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## **8. HOW DO I GET A REFUND?**

Please send an email to [fingerprinting@dosp.org](mailto:fingerprinting@dosp.org), with your name, date of appointment and appointment location. We will contact our fingerprint vendor and they will issue the refund. The refund takes approximately 7-10 days to be posted back to your account.

## **9. CAN I GET MY FINGERPRINTS TRANSFERRED TO THE PUBLIC SCHOOL MY CHILD ATTENDS?**

We do not share/transfer fingerprint records to the public school system.

## **10. HOW DO I TRANSFER MY RECORDS FROM ONE ENTITY TO ANOTHER WHEN I CHANGE LOCATIONS?**

If the entity is another Catholic school or parish send us an email at [fingerprinting@dosp.org](mailto:fingerprinting@dosp.org). Give us your name, date of birth, the last four numbers of your SSN, the new location, and your permission for us to make the change.

## **11. HOW DO I COMPLETE SAFE ENVIRONMENT TRAINING?**

Watch the training video on our training website, [www.cmgconnect.org](http://www.cmgconnect.org), and create a new account if you are a new user. If you have an account, please use the login credential that you made your account with.

## **12. WHAT IS THE SAFE ENVIRONMENT TRAINING WEBSITE?**

[www.cmgconnect.org](http://www.cmgconnect.org)

## **13. WHAT CURRICULUMS DO I NEED TO COMPLETE?**

All Employees and Volunteers: Safe Environment Program – St. Petersburg  
School Employees: Bloodborne Pathogens  
Child Abuse Reporting Procedures  
Required Suicide Prevention Training – St. Petersburg  
All Employees: Sexual Harassment and the Church

## **14. HOW DO I RESET MY PASSWORD?**

Click on the blue Support bubble in the lower righthand corner of the website page.

## **15. I HAVE COMPLETED CMG IN ANOTHER DIOCESE; DOES IT TRANSFER HERE?**

Each Diocese has a unique training and guidelines, so you must complete the training for the Diocese of St. Petersburg.

**END**

