



ARCHDIOCESE OF DENVER

Reporting Form Instructions

Attached you will find a copy of the 2018 Safe Environment Certification form that is required every year, from every parish in the Archdiocese of Denver. The questions on this certification form are taken from the USCCB annual audit questionnaire.

Annual, national audit findings can be found at www.USCCB.org⇒Child and Youth Protection⇒Reports and Research⇒2016 Annual Report on the Implementation of the Charter for the Protection of Children and Young People.

Please become familiar with the three areas of safe environment which are outlined in the *Pastor Checklist*. This information is available at www.ArchDen.org⇒offices⇒child & youth protection⇒Document Library⇒Pastor Checklist.

Minors: FORM A: The Charter for the Protection of Children and Youth requires that all children and youth in all religious education programs in the Archdiocese be provided safe environment training. Please offer these classes in the fall so that attendance, opt-out and not trained totals as of December 31st, can be reported by February 28th. Do not include Catholic school children on this form.

If you or your staff have any questions, please contact me at Christi.Sullivan@ArchDen.org or 303-715-3241

FORM A – FOR DIRECTOR OF RELIGIOUS EDUCATION – FORM A

Safe Environment Certification

Due to: Archdiocese of Denver - Office of Child and Youth Protection
1300 South Steele Street Denver, CO 80210 email: Christi.Sullivan@ArchDen.org
No Later Than February 28, 2018

Parish name and location: _____ Other Parishes/Missions-if included: _____

Person(s) completing form: _____

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

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Section 1-MINORS

A	B	C	D	E	F	G
Grade	Indicate Series Utilized: FICC or CTP (circle one) (see key below)	Total # of Current, active RE students required to participate on training day	Total # of students who submitted parent opt-out letters	Total # of RE students trained	Total # not trained and no parent opt-out letter	Plans to address the difference in column F (additional training session, material given to parents, etc.)
1 - 4	FICC or CTP					
5 - 7	FICC or CTP					
8	FICC or CTP					
9 - 12	FICC or CTP					

If you have any questions, please contact Christi.Sullivan@ArchDen.org or 303-715-3241

Pastor's Signature: _____ Date: _____ (please retain a copy for your records)