



# ARCHDIOCESE OF DENVER

## Reporting Form Instructions

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Attached you will find a copy of the 2021 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.

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](http://www.ArchDen.org)⇒Offices⇒Child & Youth Protection⇒Parish Administrator Resources ⇒Pastor Checklist.

**Adults Initial Training/Background Check/Code of Conduct:** FORM B: The Charter requires that ALL adult employees (regardless of position-if they are paid with a payroll check they are an employee) be safe environment compliant, as well as all volunteers with youth.

Employees have 90-days from hire to complete an initial live training (unless they are employed by Catholic Schools-then they need training prior to starting and are reported separately to the Office of Catholic Schools). Volunteers must take training prior to volunteering with youth.

Both are required to have a background check prior to employment or volunteering and to sign the 2015, or newer Code of Conduct.

For each of these elements, please indicate **total employees and volunteers active as of 12/31/20**. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

**Adult Refresher Training:** FORM B: It is required in the Archdiocese that all adult employees and all volunteers with minors take refresher training (online is available) and have a new background check every 5 years.

Please indicate how many employees and volunteers with minors were due for 5-year refresher training and a new background check in 2020 and how many of those were completed. Do not include clergy, religious, Catholic school employees and Catholic school volunteers on this form.

If you or your staff have any questions, please contact [Christi.Sullivan@ArchDen.org](mailto:Christi.Sullivan@ArchDen.org) or 303-715-3241

**FORM B – FOR BUSINESS MANAGER – FORM B**

**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](mailto:Christi.Sullivan@ArchDen.org)**  
**No Later Than February 28, 2021**

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.

**FORM B – FOR BUSINESS MANAGER – FORM B**

**ADULTS-Initial Live Training/Background/Code**

**SECTION 1**

Category	Total # Employees and Volunteers active on 12/31/20	Total # Initial Live Trainings Completed	Total # Initial Live Trainings Left to be Completed	Total # Initial Background Checks Completed	Total # Initial Background Checks Left to Complete	Total # Code of Conduct Signed
All Employees* as 12/31/20 full & part time						
Volunteers with minors* as of 12/31/20 (i.e. catechists, youth ministry, scouts, etc.)						

**ADULTS-5 Year Refresher Training/Background Checks Due in 2020**

In the Archdiocese of Denver, a 5-year refresher training and 5-year background re-check is also required. Please indicate those that were due for the 5-year requirement in 2020.

**SECTION 2**

Category	Total # Required to Refresh Training in 2020	Total # Refresher Training(s) Completed in 2020	Total # Left to Complete Refresher Training	Total # Background Re-checks Completed	Total # Background Re-checks Left to Do
Employees* (of those <b>in section 1</b> , how many were due for 5-year refresher in 2020?)					
Volunteers with minors* ( <b>of those in section 1</b> how many were due for 5-year refresher in 2020?)					

(\*excluding clergy, religious, parish school employees and parish school volunteers)

(there should be no blank boxes-please indicate total numbers even if total is zero)

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