HOW TO GET SAFE ENVIRONMENT CERTIFIED FOR THE DIOCESE OF SACRAMENTO

I. GET FINGERPRINTED:

a. Click on the link and Print the BCIA_8016_Sacramento_Diocese

i. [BCIA_8016_Sacramento_Diocese](#)

b. Applicant Information SECTION

i. Fill IN everything except for the Bill Number and Misc. Number

c. Make 3 copies of the form. You are now ready to go to any Fingerprinting Place (You might need to pay for your own.

II. TAKE THE SAFE ENVIRONMENT COURSE (CMG Connect)

1. Please login to [CMG Connect - Catholic Mutual Group](#)

2. Create an Account if you don't have one (Make sure to remember your login and password)

3. For the Affiliation, Select your own Parish.

4. Once you are done Registering or Creating your account you will see your Dashboard.

5. Select "A. Safe Environment Curriculum - Sacramento" and Click Start the Curriculum.

6. If the "A. Safe Environment Curriculum – Sacramento" is not expired, please print a copy of the certificate.

7. When printing select the printer "Microsoft Print to PDF" option. Then hit print.

8. It will prompt you to save the document.

9. Please name the document "YourFullNameSafeEnvironmentCertificate".

10. If the "A. Safe Environment Curriculum – Sacramento" is expired, please retake the course, then follow steps 7-8.

11. Upload a copy of your certificate to [SHIELD CERTIFICATE UPLOAD | fcjcnorcal](#).