



ARCHDIOCESE OF DENVER

Reporting Form Instructions

Attached you will find a copy of the 2020 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⇒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 2019, can be reported by February 28th 2020 . Do not include Catholic school children on this form.

Fillable Form Instructions: Download this document <https://www.archden.org/child-protection/>

- If filling out electronically, fill out all **highlighted fields**; double click on the chart to fill out that portion and Column C will be automatically calculated.
- If filling out by hand, fill in numbers for Columns C- G. Please ensure that Columns D+E+F equal the total entered into Column C.
- Please indicate program(s) used in Column B.
- Form A must be printed and signed by the pastor before return.

Annual, national audit findings can be found at www.USCCB.org⇒Child and Youth Protection⇒Reports and Research⇒2018 Annual Report on the Implementation of the Charter for the Protection of Children and Young People.

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, 2020**

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 A – FOR DIRECTOR OF RELIGIOUS EDUCATION – FORM A

Section 1-MINORS

Double click on chart below to enter in responses in blue shaded cells. (If filling out by hand: # entered into Column C should equal sum of Columns D+E+F.)

A	B	C	D	E	F	G
Grade	Indicate Series Utilized: *FICC or CTP (circle one)	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 on training day	Total # not trained and no parent opt-out letter	Plans to address the students in column F (additional training session, material given to parents, etc.)
K- 5	FICC or CTP	0				
6-8	FICC or CTP	0				
9-12	FICC or CTP	0				

*Series Key (column B): FICC = Formation in Christian Chastity CTP = Called to Protect for Children or Youth

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

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