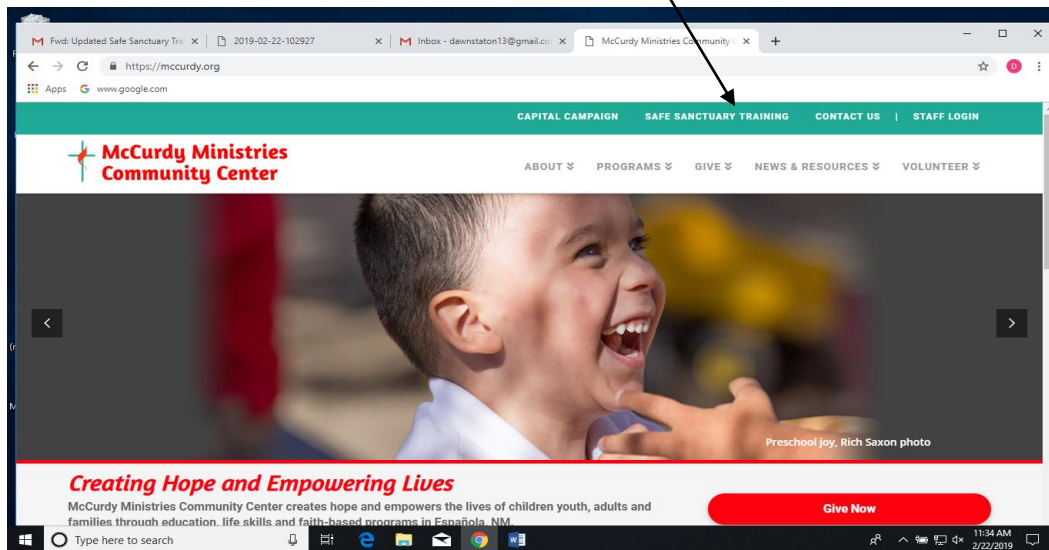
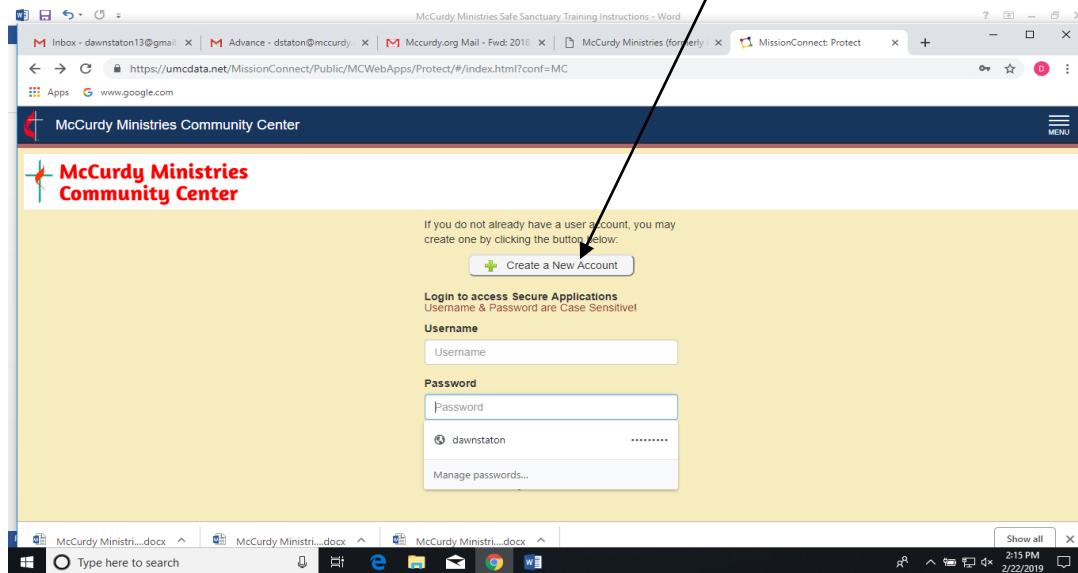


McCurdy Ministries Community Center Safe Sanctuary Training Instructions

Step 1. Go to the McCurdy Ministries Community Center's website at www.mccurdy.org. Find the "Safe Sanctuary Training" tab in the top aqua-colored scroll bar.



Step 2. Once you are on the Safe Sanctuary application and processing website, click the "Create a New Account" button. You will then be prompted to create a user name and password. Be sure to write them down in a secure location. Having a username and password allows you to begin the application process, leave the website and then go back and start where you left off. After you have created your account, follow the prompts to complete your training.



Step 3. The Application Form needs to be completed before you can continue with any other part of the Safe Sanctuary Training process. To access the form, please hit the “Begin Step” button on the upper right hand side of the page.

McCurdy Ministries Community Center

Additional Information - Please Read

- 1. Application Form**
To get started with your Certification process, you must first fill out a brief application form.
- 2. Processing Fee**
You may pay your processing fee online using a credit card or a PayPal account.
- 3. Bkgrd Screen Authorized**
We need your consent in order to request a background screening. Please do this step right away, as it can take up to two weeks for the results to be returned. **If you are under 18 1/2 years of age, please do not complete this step.**
- 4. Training**
Complete your training online by clicking the link below, which will take you to our training site. Please allow up to 2 hours for Chapter completion to update above.
- 5. Professional Reference**
Please click the link below to enter the name and email address of your pastor, church program staff person, or other person for your Professional (doctor, employer, etc.) Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.
- 6. General Reference**
Please click the link below to enter the name and email address of the person for your General Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

Unavailable until Application is Completed

Unavailable until Application is Completed and Fee is Paid

Unavailable until Application is Completed and Fee is Paid

Unavailable until Application is Completed and Fee is Paid

Unavailable until Application is Completed and Fee is Paid

Unavailable until Application is Completed and Fee is Paid

Begin Step

Step 4. Once you have completed your application you will be prompted to hit the “Begin Step” button to pay your processing fee. You will then be taken to the PayPal processing screen.

McCurdy Ministries Community Center

Additional Information - Please Read

- 1. Application Form**
To get started with your Certification process, you must first fill out a brief application form.
- 2. Processing Fee**
You may pay your processing fee online using a credit card or a PayPal account.
- 3. Bkgrd Screen Authorized**
We need your consent in order to request a background screening. Please do this step right away, as it can take up to two weeks for the results to be returned. **If you are under 18 1/2 years of age, please do not complete this step.**
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- 6. General Reference**
Please click the link below to enter the name and email address of the person for your General Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

Completed 03/05/2019

Begin Step

Step 5. Fill out all of the information on the payment page. When completed, make sure to hit the “Pay Now” button at the end of the page.

PayPal Checkout

Billing address

Street address

Apt., P.O., bldg.

City

State

ZIP code

Contact Information

Phone type

Mobile

Phone number

+1

Email

Pay Now

Step 6. Once you have paid your processing fee, the system will take you back to the Home Page. Hit the “Begin Step” button to begin the filling out the Background Screen Authorized form

McCurdy Ministries Community Center

Additional Information - Please Read

1. Application Form Completed 03/06/2019 ✓

To get started with your Certification process, you must first fill out a brief application form.

2. Processing Fee Completed 03/06/2019 ✓

You may pay your processing fee online using a credit card or a PayPal account.

3. Bkgd Screen Authorized

We need your consent in order to request a background screening. Please do this step right away, as it can take up to two weeks for the results to be returned.
If you are under 18 1/2 years of age, please do not complete this step.

After you have authorized your background screen, you may complete the remaining steps in any sequence.

4. Training Begin Step

Complete your training online by clicking the link below, which will take you to our training site. Please allow up to 2 hours for Chapter completion to update above.

5. Professional Reference Begin Step

Please click the link below to enter the name and email address of your pastor, church program staff person, or other person for your Professional (doctor, employer, etc.) Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

6. General Reference Begin Step

Please click the link below to enter the name and email address of the person for your General Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

Step 7. Read the Authorization for National Background Screening form and make sure to type the word “Yes” in the white consent box and to hit the “I Agree” button at the bottom right hand side of the form

McCurdy Ministries Community Center

Authorization for National Background Screening

The information contained in this application is correct to the best of my knowledge. I hereby authorize McCurdy Ministries and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to McCurdy Ministries or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

“McCurdy Ministries and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Notice to California, Minnesota and Oklahoma Residents: If you wish to receive a copy of a consumer report that is requested, please contact Eufemia Romero at 505-753-7221, ext. 210, or email her at eromero@mccurdy.org.

If you agree to the above, and consent to the Background Screening, type the word “Yes” in the box:

Cancel I Agree

Step 8. After you have completed the Authorization for National Background Screening form, hit the “Begin Step” button to begin your online training.

McCurdy Ministries Community Center

Additional Information - Please Read

1. Application Form Completed 03/06/2019 ✓

To get started with your Certification process, you must first fill out a brief application form.

2. Processing Fee Completed 03/06/2019 ✓

You may pay your processing fee online using a credit card or a PayPal account.

3. Bkgd Screen Authorized Completed 03/06/2019 ✓

We need your consent in order to request a background screening. Please do this step right away, as it can take up to two weeks for the results to be returned.
If you are under 18 1/2 years of age, please do not complete this step.

After you have authorized your background screen, you may complete the remaining steps in any sequence.

4. Training Begin Step

Complete your training online by clicking the link below, which will take you to our training site. Please allow up to 2 hours for Chapter completion to update above.

5. Professional Reference Begin Step

Please click the link below to enter the name and email address of your pastor, church program staff person, or other person for your Professional (doctor, employer, etc.) Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

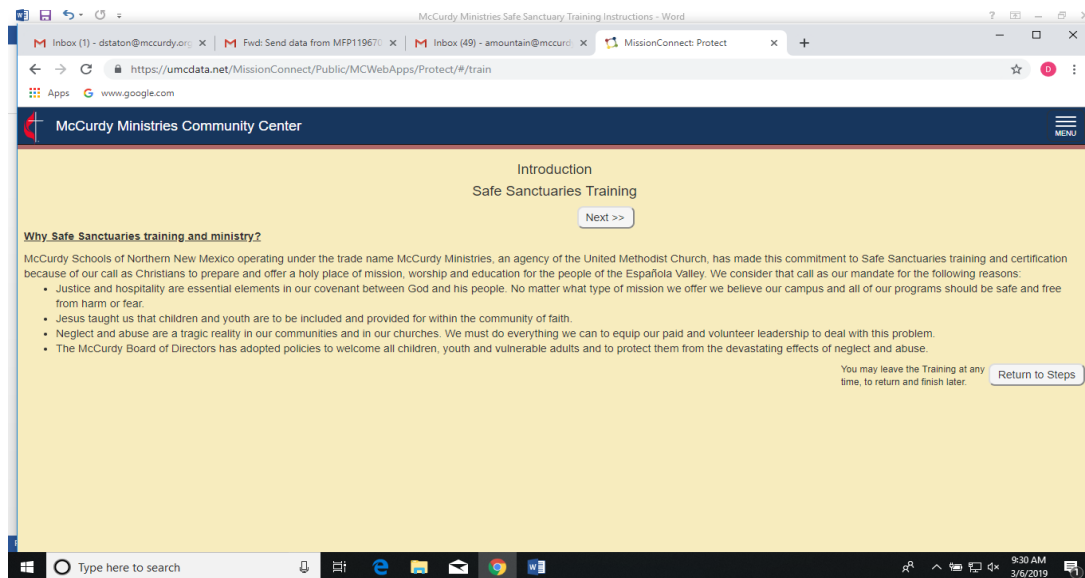
6. General Reference Begin Step

Please click the link below to enter the name and email address of the person for your General Reference. We will send them a link to complete an online Reference Form. If the form is not submitted within 2 weeks, the link will expire, and you will need to begin this step again.

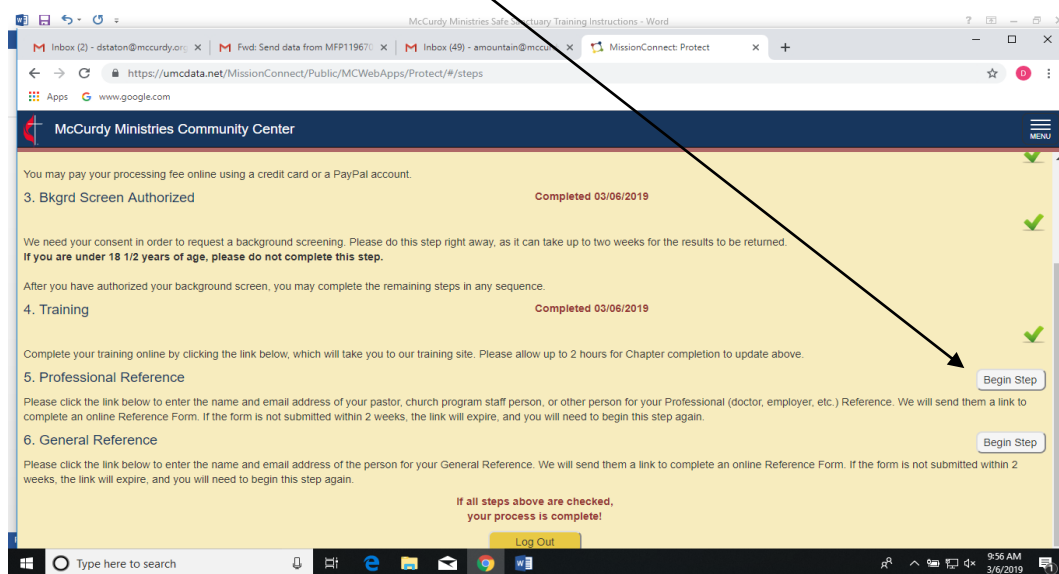
If all steps above are checked, your process is complete!

Log Out

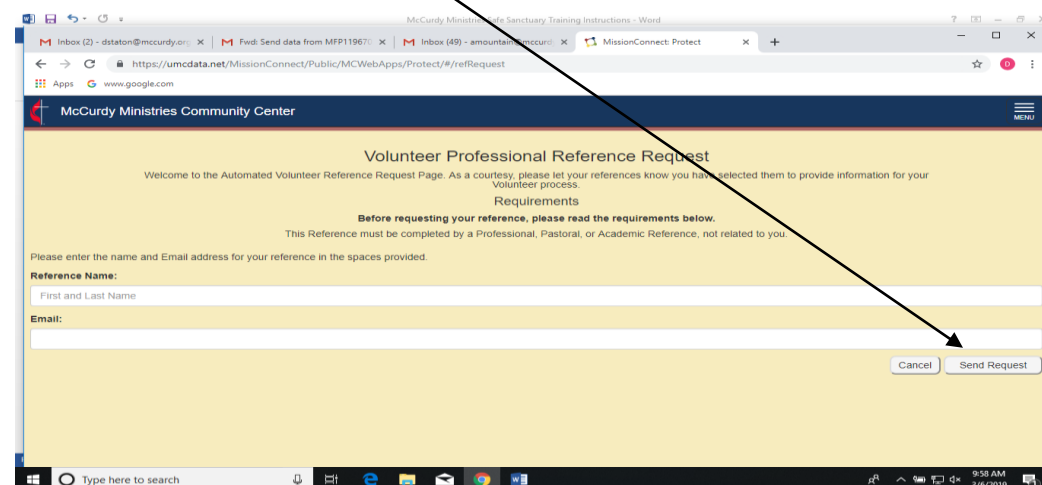
Screen shot of introductory page of the safe sanctuaries training page



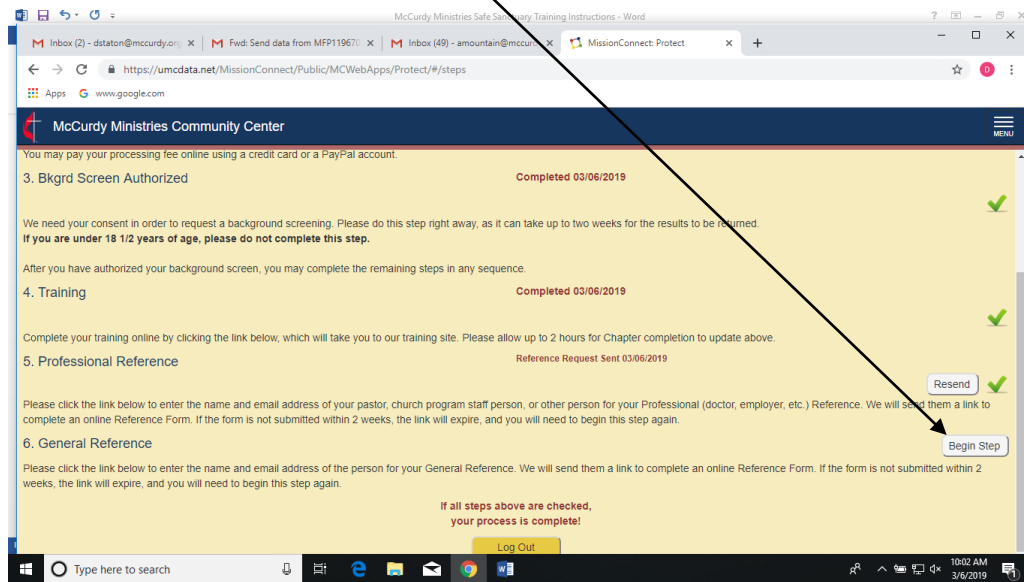
Step 9. Once you are done with the Safe Sanctuary Training, to back to the Home Page and hit the “Begin Step” button to begin your “Professional Reference” check.



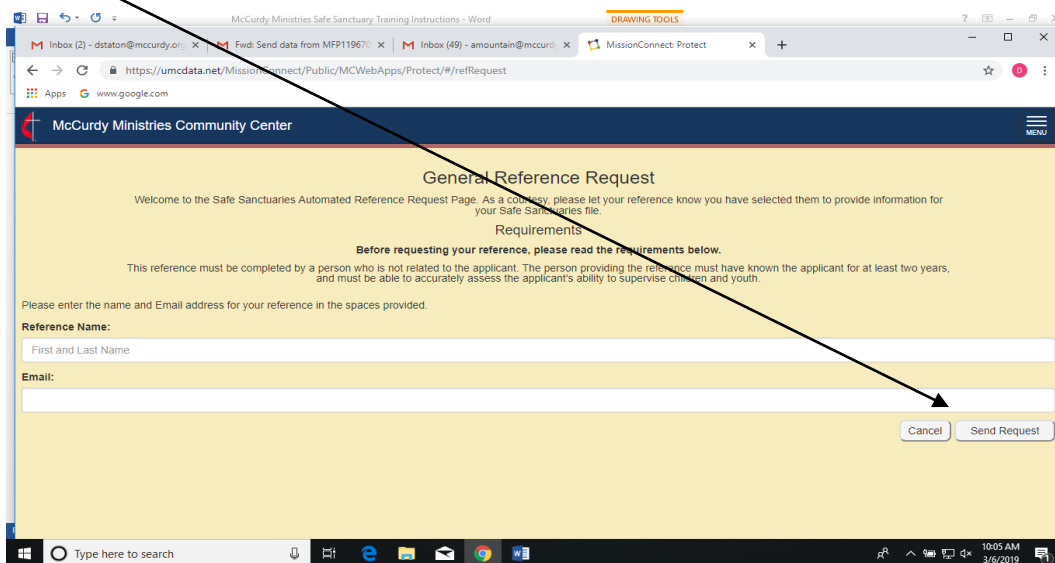
Step 10. When completing the Professional Reference Request form, make sure to hit the “Send Request” button at the bottom right hand side of the page.



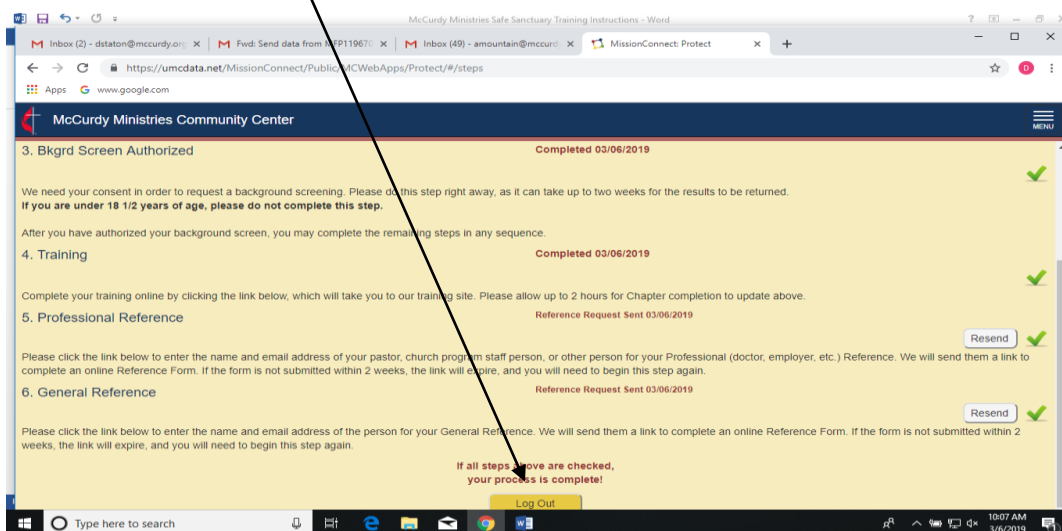
Step 11. Once your Professional Reference Request has been sent, go back to the Home Page and hit the “Begin Step” button to begin your General Reference Check.



Make sure to hit the “Send Request” button at the bottom right hand side of the page to complete the General Reference Request.



Step 12. If all steps are checked, your Safe Sanctuary Training is complete! Hit the “Log Out” button at the end of the Home Page to end your session.



If you have any problems or questions during any part of your Safe Sanctuary Training, please contact Eufemia Romero at McCurdy Ministries Community Center at 505-732-7221 or at eromero@mccurdy.org , Monday-Friday, 7:30 am-4:30 pm MST.