

Volunteering in the school or programs with children

Before you can volunteer, including attending class parties, reading a book, having lunch, driving on a field trip.....

In order to protect our children, we require that all of our volunteers go through a background check and complete [Safe Environment Training and Policies](#) prior to volunteering in our school or programs with children. In addition, if there is ever a need for you to drive, you will need to complete the [Defensive Driving Curriculum & Motor Vehicle Report](#).

The background checks are good for five years. Part of the process is completing the [REQUIRED Annual Disclosure](#) (also through CMG) which will automatically email you annually so that you have an opportunity to update any personal information.

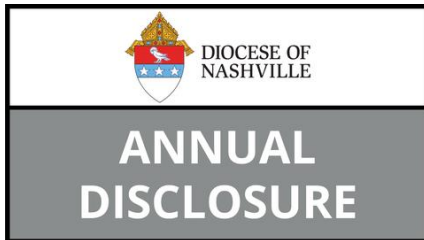
Getting Started:

1. Go to nashville.cmgconnect.org
2. If you would prefer the language to be Spanish, change the language at the top right of the page before creating your account.
3. Create a new account by completing all the boxes under the Register for a New Account area. This includes your address, primary parish, and how you participate at your parish or school. Once you start the training it is recommended not to stop, you will not be able to pick up where you left off.
4. If you plan on driving, you will need to select Driver in the categories section along with another category that best fits why you are completing CMG.
NOTE: If you already have a CMG account but you want to complete the defensive driving curriculum you will need to log in to your CMG account, once you are logged in at the top right of the screen, click on the drop down arrow beside your name, select My Profile, then check the box that says **Driver (MUST select with other category)**, scroll to the bottom of the page and click Update Profile.

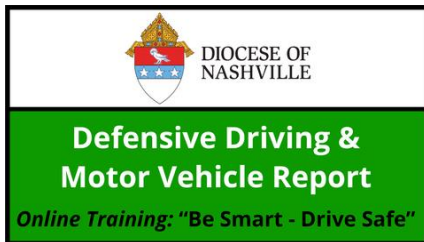
5. Now you can go to My Training on the far left and you click Start to begin your training.



The training takes approximately 2 hours to complete. Please try not to stop during a training video and leave the site or go to another tab. Your progress in that video may not be saved even though it says resume. This portion of the training is going to ask for 3 references, which you are required to complete.



When you are notified via email, please take a moment to ***complete the Annual Disclosure***. This is an annual requirement and will keep your certification current. This portion takes approximately 3 minutes.



Lastly, if you signed up to drive, this is the training that you will need to complete. It may take approximately an hour to complete.

Please feel free to reach out to me if you have any questions.

Warmest Regards,

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