



## How to: Safe Environment / Level II

**Level II** : Electronic Fingerprinting/ Background Screening: **\*\*NEW SITE\*\***

- Log on to: <https://dospsep.org>
- Register and select your fingerprinting location, appointment date and time.
- Please be sure to select Espiritu Santo **SCHOOL** (not Church)
- Payment will be requested upon registration
- In most cases, the level II report is sent to Mrs. Penn within a few days to a few weeks.

### **Safe Environment through CMG Connect:**

- Log on to: <http://stpetersburg.CMGconnect.org> & create a new account
- Start the *Safe Haven – It's Up to You* training (training is valid for both access to children and adults)
- Download and **print your certificate upon completion and turn into the school office.**

**Safe Environment - Re-certification:** follow steps above

**Please provide a copy of your certificate to the school office**

1/13/2017