

Safe Gatherings: Step-by-Step Guidelines to Certification

Before you begin:

1. You will need contact information for clergy and laity references available. Applicants will be asked for phone numbers and e-mail addresses during the registration process.
2. Payment will be taken care of by Calvary, once you fill in your church information (on the final page of registration.)
3. When creating a username, e-mail addresses are a good option or your name in lower case with no spaces.

To begin: Go to: safegatherings.com

Click on: Signup

You will be directed to the Registration Process.

1. You may take up to 30 days to complete the training process. There will be an option for you to select "continue where I left off" or "start from the beginning". There are ten sessions to complete
2. It is very important that on the fourth page of Session One, you follow the directions to print the "Release of Information" form required by the Kansas State Department for Children & Families. It delays your certification if this step is not completed. The State does not accept an electronic signature. We (the conference office) must send in the Release of Information form with your actual signature. (There are copies available in Kim's office if you don't have access to a printer.)
 - a. Make sure your Social Security # appears on the form
 - b. Make sure you sign the form
 - c. Make sure you send the form to Wichita; not Topeka
 - d. Complete all ten sessions of the training.

Now What?

Now, we wait for your references to respond and we wait for the results of the background check performed by the Department for Children & Families. This takes about two weeks.

If your references respond promptly and we (the conference office) receive the Release of Information form promptly, we can certify your application in 10 days to two weeks.