

## Required Certificates and Forms

(Include this with your Welcome to the Team letter – both Presenting and Wheat teams)

Thank you for saying yes to serve on this team! As part of your participation, you are **required to complete the following**, no matter your age.

Please bring these to the first meeting. If these are not received as requested, your participation on the team may have to be re-evaluated (and we really don't want to have to do that as God has called you to serve on this team for a reason).

Required:

- 2 Certificates:
  - Safe Environment
  - Safe Driving
- 2 Forms
  - Volunteer Code of Conduct; 1 page
  - CANTS (Child Abuse and Neglect Tracking System); 1 page

**Certificates:**

- An instruction sheet is provided for how to access these:
  - the website is: <https://peoria.cmgconnect.org/>
  - can also be launched from the TEC website: <https://www.northwest-tec.com/>
- When registering:
  - do **not** use your home parish
  - enter **Northwest TEC**
- These are valid for 2 years; if your certificate is still valid, bring a copy of this certificate.
- From start to finish this will take **1-1/2-2 hours** for both curriculums.
  - You do not need to complete them in one sitting; it will remember where you left off.
  - **Print the certificates**; bring them to our first meeting.

**Forms:**

- Both forms must be completed.
- If you are under 18 or 18 and in high school, both forms **must be signed by your parent**.
  - There is no designated place for your parent's signature, so have them sign and follow their name with (Parent).
  - Example: *Patty Scott* (Parent)