

**MEMORANDUM**

TO: Leadership in charge of Compliance for safe environments  
FROM: Sharon Minson, Director, Office for Protection of Children  
[sminson@dioceseofcleveland.org](mailto:sminson@dioceseofcleveland.org) or 216-696-6525 x1157  
DATE: May 8, 2017  
RE: Updates to Background Check process and GoTo Meeting Instructions

In follow-up of the Memo advising of updates to background check process, be advised that the online meeting can be attended per the instructions below.

Wayne Jung - Diocese of Cleveland Training Webinar  
Thu, May 18, 2017 10:00 AM - 11:30 AM EDT

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/158817989>

You can also dial in using your phone.  
United States: +1 (571) 317-3122

Access Code: 158-817-989

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

This training will be recorded and a link to the recording will be made available at [www.clevelandchildprotection.org](http://www.clevelandchildprotection.org) beginning May 20, 2017. This is for those who are not able to attend an in-person meeting (see below) and as a reference in the future.

Live trainings: Tues. May 16, 2017, 1:30p-3p, Center for Pastoral Leadership; and Weds. May 17, 2017, 10a-11:30a at St. Charles Borromeo.

**Reminder: If you had your fingerprints done prior to December 31, 2013 you will need to enroll in the Selection.com program. Enrollment is required for all priests, deacons, lay ecclesial ministers, employees of the Diocese of Cleveland and all those who volunteer to work with children. This program covers the requirement of having background checks repeated every five years, since Selection.com runs quarterly checks on all persons active in the data base. You will remain active in the data base if you are a priest, deacon, lay ecclesial minister, are currently employed or are volunteering with children. All school employees who are required to have an FBI background check done every five years do not need to enroll in the Selection.com program at this time.**

If you have questions prior to the training, feel free to call or email me, Sharon Minson, at contact information above.