

## FORM A - Reporting Instructions – Due 2/28/2025

The [Charter for the Protection of Children and Young People](#) requires that all children and youth in all religious education programs in the Archdiocese be provided safe environment training.

**In 2024-2025, Religious Education programs in the Archdiocese of Denver must provide:**

***VIRTUS Teaching Safety — Empowering God's Children***  
**Lesson 5 – Being a Safe Friend**

Please offer these classes in the fall so that attendance, opt-out and not trained totals as of December 31<sup>st</sup>, 2024, can be reported by February 28<sup>th</sup>, 2025. Programs that have implemented a Home Catechesis programs must also report parent provision of the lesson (using the Parent-led lesson plans). Do not include Catholic school children on this form.

### **ALTERNATIVE ONLINE REPORTING OPTION:**

This information can be submitted online through the VIRTUS Children's Program tab  
*with your pastor's approval.*

\*\*\*If you use this option, please notify the [Alex.Kwan@archden.org](mailto:Alex.Kwan@archden.org) once it is completed and include your pastor in the email.\*\*\*

If you or your staff have any questions, please contact the Office of Minor and At-Risk Adult Protection:  
[Alex.Kwan@ArchDen.org](mailto:Alex.Kwan@ArchDen.org) 303-715-2085

**FORM A – FOR DIRECTOR OF RELIGIOUS EDUCATION – FORM A**

**Safe Environment Certification**

***Due to: Archdiocese of Denver - Office of Minor and At-Risk Adult Protection***

**[Alex.Kwan@archden.org](mailto:Alex.Kwan@archden.org)**

**No Later Than February 28, 2025**

Parish name and location: \_\_\_\_\_ Other Parishes/Missions-if included: \_\_\_\_\_

Person(s) completing form: \_\_\_\_\_

**FORM A – FOR DIRECTOR OF RELIGIOUS EDUCATION**

A	B	C	D	E	F
Grade	Total number of RE students <b>trained</b> (include all participating in home catechesis and/or parish catechist led programs)	Total number of children who <b>opted out</b> (Parents provided signed opt-out form)	Total number of children <b>absent</b> on day of training (no opt out form)	Total number of children in RE program (home or catechist led) <b>(B+C+D=E)</b>	Plans to provide training for those in column D (additional training session, material given to parents, etc.)
K-2					
3-5					
6-8					
9-12					

**(there should be no blank boxes-please indicate total numbers even if total is zero)**

Pursuant to Article 12 and Article 13, of the USCCB Charter for the Protection of Children and Young People; As Pastor of the above-described parish(es) in the Archdiocese of Denver, I have been made aware of and implemented the Safe Environment Program for children, youth, parents, ministers, educators, volunteers and others about the ways to make and maintain safe environment for children and young people. I have also evaluated the background of paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors.

**Pastor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **(please retain a copy for your records)**