

**Before you begin the application process, please note the items of information you will need in order to complete the Safe Gatherings process.**

**General Information:**

Applicant's Social Security Number

Applicant's Driver's License Number

Applicant will need any previous residential addresses if they have not lived at the current address for more than 5 years

Applicant will need the birth dates of all children even if the children are no longer minors

**Information for References:**

Applicants will need to list both a clergy person and a lay person as a personal reference.

For each reference, the applicant will need to supply a first and last name, email address and phone number.

To get started click here: [www.safegatherings.com](http://www.safegatherings.com)

In the top right corner, click on the red box titled "New User"

---

## **Register, Page 1**

Click on red box "Sign Up"

Language Preference - Choose "English" or "Español"

Type of Organization - Choose "Church or Faith-Based Organization"

Denomination - Choose "Methodist"

Country for Your Organization - Choose "United States"

State/Province - Choose "Arkansas"

### **Unique Organization Name -**

If you are a lay person (paid or volunteer) of a local UMC congregation, type in your church name until you see it as an option to select.

If you are a Lay Supply or Certified Lay Minister please use the [Clergy New User Step by Step Instructions](#).

If you are a clergy person please use the [Clergy New User Step by Step Instructions](#).

Confirm that the City in Which Your Organization is Located is correct.

---

## **Register, Page 2**

Fill in the boxes to create your Safe Gatherings account.

Be sure you save your username and password to your computer or write it down somewhere safe in order to be able to log back in when needed.

---

## **Registration, Page 1**

Fill in boxes regarding your name.

### **Applicant Type -**

If you are a lay volunteer and a member of a local UMC church select “Local Church Volunteer”  
*(All application fees for Local Church Volunteers will be billed to the Arkansas Conference of the UMC so you should not be asked for payment information.)*

If you are a lay paid staff person of a local UMC church select “Paid Church Staff”  
*(All application fees for Paid Church Staff will be covered by the local church. You can either use a credit card to pay individually or call Safe Gatherings at 888-241-8258 to set up a church account with a credit card on file to be billed as needed.)*

If you are a Lay Supply or Certified Lay Minister please use the [Clergy New User Step by Step Instructions](#).

If you are a clergy person please use the [Clergy New User Step by Step Instructions](#).

PLEASE DO NOT CHOOSE “CANDIDATE FOR MINISTRY” UNLESS YOU HAVE RECEIVED INSTRUCTIONS FROM THE BOARD OF ORDAINED MINISTRY TO DO SO.

Fill in your Driver’s License information.

---

## **Registration, Page 2**

Fill out the boxes regarding address and phone numbers.

---

## **Registration, Page 3**

Fill out the boxes regarding personal information.

**Primary Area of Service** - the city or area of Arkansas in which you attend church or are employed

**Number of Years Attending** - enter the number of years you have either been a member or employed by your current church (a general estimate is fine.)

---

## **Registration, Page 4**

Answer all yes or no questions listed.

---

## **Registration, Page 5**

Enter information for a clergy and a lay reference.

---

## **Registration, Page 6 and Page 7**

Complete consent and authorizations.

---

(Step by Step Instructions Continued on Page 4)

## **Welcome to Safe Gatherings, Child Maltreatment Request, Page 1**

Click on the blue “Arkansas DHS Child Maltreatment Request Form -v2

### **Reason for Registry Check -**

Select the last option “None of the above applies, but you would like a registry check.”

Under General Requester Information:

**Organization Requesting the Report** - Type in “ARUMC”

### **Representative Name -**

First Name: Type “Safe”

Second Name: Type “Gatherings”

### **Mailing Address -**

800 Daisy Bates Drive

Little Rock, AR 72202

### **Phone Number -**

501-324-8000

### **Email -**

[contact@safegatherings.com](mailto:contact@safegatherings.com)

Under Applicant Information:

Fill out all required boxes with your personal information.

### *Note:*

*You must list all children, even if they are adults, who lived in the same home as you when they were a minor. List all children using the first and last name they had when living in your home as a minor.*

*List all biological children, even if they did not live in the same home as you when they were a minor.*

*You **DO NOT** need children’s Social Security Numbers to complete this form. Just leave those boxes blank.*

At the end, click on the box that says “Click here to have form sent to your email.”

Check the email you gave in the Applicant Information section. You should receive an email from DHS Application Support Team within a few minutes. Once you receive the email, click on the blue box that says “Review and Sign.” The completed form will open in a new window.

(Step by Step Instructions Continued on Page 5)

Click on the box that says "Start" at the top of the page. It will automatically scroll to the bottom of the page. Click on the box that says "Click to Sign" and then finish by clicking "Next." That box will close and you should see your signature in the box at the bottom now followed by the date. Then, click on the box at the top of the page that says "Submit document" then click "Submit document" again when the white box pops up.

Check your email again for a 2nd email from DHS Application Support Team that includes your completed and electronically signed form. Download this document to your computer. Then, log back into your Safe Gatherings account using the username and password you saved earlier.

In the gray box titled Status, click on "Upload" to the right of "Child Maltreatment Central Registry Form." Select your Signed and Notarized form to upload from the documents on your computer.

**Note:**

*You can only upload 1 document with 2 pages. You cannot upload more than one document, so both pages must be included in the same document.*

---

**The final step to become Safe Gatherings Certified is to complete the Safe Gatherings Training Course.**

Click on "Not Completed" in the gray box titled Status to begin the online training course. Note that this training takes approximately 2 hours to complete but can be stopped and restarted if necessary and will pick up where you left off.

Once you have completed all these steps, Safe Gatherings will process your information and form submissions. If everything is approved, you should receive an email stating that you are Safe Gatherings Certified. This can take anywhere from 7 to 14 days. You can check the status of each of your steps by logging into your account at any time. This certification is good for 3 years and you will receive an automatic email reminder when it is time to renew your certification.