



OPCY REQUIREMENTS FOR VOLUNTEERS & EMPLOYEES OF AVE MARIA ACADEMY

As required by the Archdiocese's Office for the Protection of Children and Youth for all Catholic parishes and schools, Ave Maria Academy has the following requirements for individuals to be able to volunteer or work with students. The requirements are completed through VIRTUS Online and need to be re-credentialed every three years.

www.virtusonline.org

- Background Check
- Code of Conduct
- Safe Environment & Reporting Suspected Child Abuse Training Module
 - *Protecting God's Children* (initial training module)
 - *Keeping the Promise Alive* (1st refresher after three years)
 - *Child Sexual Abuse Awareness* (2nd refresher after three more years)
 - *A Plan to Protect God's Children* (3rd refresher after three more years)
- 123B Informed Consent Form (employees and coaches only)
 - *The 123B Informed Consent Form is a separate hard copy form that must be completed and turned in to the front desk for processing. The form is only completed once; it is not re-credentialed. A copy of the form can be received by contacting the AMA front desk.*

New Users: Create an account on the VIRTUS Online site and follow the prompts that are given to complete the requirements. *Select the Archdiocese of St. Paul and Minneapolis for the location.*

Re-credentialing Users: Log in to your VIRTUS account. Do not create a new account.

All Users: The user account needs to be shown as completed and in compliance before volunteering takes place.

If there are questions, please contact Ave Maria Academy's Safe Environment Coordinator, Lisa Noetzel, at frontdesk@avemariaacademy.org or 763-494-5387. Individuals who have not completed all requirements will be unable to volunteer or work at AMA with students. As the background check takes time to process through the McDowell Agency, requirements should be completed well in advance of volunteer dates. Thank you for your help and support in maintaining a safe environment for the students of Ave Maria Academy.