

Protecting God's Children: Virtus Training Compliance Checklist

All participants need to complete the following checklist. This checklist is specific for St. Mary, Wooster. Each parish has different procedures on how they complete items, i.e. fingerprints. Please check with your parish Virus Coordinator for specifics.

_____ **Attend a Protecting God's Children Training Session** (Virtus Training Session). Locate classes and sign up on the website at www.virtusonline.org. This is a one-time training.

_____ **Background Check.** The Diocese is now uses an online system for background checks. After you have taken the Virtus Training Session, your Virtus account will be activated. Please contact the Faith Formation Office when do your background check; you will be reimbursed to cover the \$25 cost. To start the background check process, please log into your Virtus account at VirtusOnline.org. You should have a prompt to complete your background check. Click on this prompt and follow the directions. If you do not have the prompt, please go to the Toolbox tab. "Selection.com Background Check" should be the first item you see in the list. It should be a yellow font. After you have processed your information, Fastrax will then run your background check and report to us through Virtus. This is a one-time thing! You will only enter your information once, pay once and Fastrax will run reports quarterly and will integrate them into Virtus.com for us.

_____ **Policy for the Protection of Children in Matters of Sexual Abuse, Revised 2016**

- Go to <https://www.dioceseofcleveland.org/offices/parish-life/child-protection/resources>
- Under *Policies*, read the document "Policy for the Safety of Children in Matters of Sexual Abuse."
- Sign the Acknowledgement Form at the end of the manual and turn in to the Faith Formation Office.

_____ **Standards of Conduct in Ministry 2016**

- Go to <https://www.dioceseofcleveland.org/offices/parish-life/child-protection/resources>
- Under *Policies*, read the document "Standards of Conduct in Ministry."
- Sign the Acknowledgement Form at the back of the manual and turn into the Faith Formation Office.

(More on the back)

____ **Volunteer Application.** St. Mary Parishioners or St. Mary Day School volunteers have a Volunteer Application to complete. Please return the completed form to the Faith Formation Office. We must have complete addresses for your references as we do send them a letter.

____ **Complete 24 training bulletins.**

- Each month after your training session, an email will be sent to the email used when registering for the Protecting God's Children Class (Virtus). Please take the time to complete each bulletin. The article takes 3-5 minutes to read and a brief quiz is at the end of each article. After you have completed 24, you have achieved your compliance with the Diocese and do not need to read any more training bulletins. However, you are strongly encouraged to continue to read them to continue your education.

Once all these items are completed and turned into the Faith Formation Office, you will be in compliance and will be able to volunteer at St. Mary. Thank you for being an integral part of the Protection of God's Children!

Please feel free to contact me at any time with questions!

Blessings,

Sarah Nussbaum

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