



## Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors

*Clergy, Employees and Volunteers of the Diocese of Rockford are required obtain a password from their parish/school/entity and proceed to set up a Virtus Online account.* This system will provide users with the necessary paperwork and training(s) to be approved as an employee/volunteer within the Diocese. This will also provide users with notifications that pertain to a document or training in their account that requires the individual to update information when requested. No individual is permitted to work and/or volunteer in the Diocese until their Virtus Online account has all required Safe Environment documentation in the system and current.

### **SCREENING (18 years of age or older)**

*A background check or database check that shows a criminal conviction (a "hit") is required to be submitted to the Diocesan General Counsel, Ellen Lynch at [ELynch@rockforddiocese.org](mailto:ELynch@rockforddiocese.org) for review and approval before the potential employee or volunteer may perform services.*

- Criminal Background Checks
  - Virtus Site Administrator keeps copy of printed results on file at the parish/school/entity.*
  - ◆ State of Illinois Name-Based Conviction Information (CHIRP System)
    - Parish/school/entity will run check through CHIRP and Virtus Site Administrator will enter result date into Virtus Online Database.
  - ◆ State of Illinois Fingerprint Criminal background Check (*required for schools*)
    - School will run fingerprint check and Virtus Site Administrator will enter result date into Virtus Online Database.
- State & National Sex Offender Registry Checks
  - ◆ State Sex Offender Registry: <https://isp.illinois.gov/Sor>
  - ◆ National Sex Offender Registry: <https://www.nsopw.gov/>
    - Parish/school/entity will run the name of the individual through both websites and the Virtus Site Administrator will enter result date in the Virtus Online Database.

### **Education & Training (16 years of age and older)**

*Every clergy, employee and volunteer must complete the following training through their Virtus Online Account or in person if training is available.*

- Protecting God's Children Training for Adults (18 years of age or older)
  - ◆ Training available Online or In-person
  - ◆ 1 hour training commitment if completed online
  - ◆ 3 hour training commitment if completed in person
- Healthy Relationships for Teens 2.0 with a Safe Environment Component (16 & 17 years of age)
  - ◆ Training available Online only
  - ◆ 1 hour training commitment

cont.

### **Acknowledgement Forms (16 years of age and older unless otherwise stated)**

*Every clergy, employee and volunteer must read and sign the following Acknowledgement Forms in their Virtus Online Account.*

- Mandated Reporter Status Form (CANTS 22 Form) (18 years of age or older only)
- Code of Pastoral Conduct
- Code for the Pastoral use of Technology and Social Media
- Guidelines for Youth and Those Working with Youth
- Sexual Misconduct Norms

### **State of Illinois Required Trainings (18 years of age or older)**

*Every clergy, employee and any volunteer fulfilling the role of CRE, DRE, CYM, DYM, Coach and Assistant Coach, must complete the following trainings through their Virtus Online Account.*

- Mandated Reporter Online Training
  - ◆ **Provide parish/school/entity with the certificate of completion for Virtus Site Administrator to record in the Virtus Online database. *Virtus Site Administrator keeps certificate of completion on file at the parish/school/entity. \*Schools: The online training asks the participant to complete the CANTS22 Mandated Reporter Form; have the participant print and acknowledge this form and the Certificate of Completion for their files. Enter the most current date into the Virtus online database.***
  - ◆ Complete within 3 months of hire date
  - ◆ Recertification required every 3 years as follows: 2020, 2023, 2026, 2029, etc.
  - ◆ 1 – 1.5 hour training commitment
- Sexual Harassment Prevention Training
  - ◆ Complete within 3 months of hire date
  - ◆ Recertification required every year
  - ◆ 20 minute training commitment

All forms & training certificates are to be submitted by the clergy, employee and volunteer to the parish/school/diocesan entity, through the online system with the exception of the requirements specified under the screening section and the State of Illinois Mandated Reporter Online Training requirement.

**The DCFS Abuse Hotline: 1-800-25-ABUSE (1-800-242-2873)**

**The Diocese's Sexual Abuse Hotline: 815-293-7540**

*If you have any questions, please contact the Safe Environment Office at: 815-399-4300 ext. 417*