



Archdiocese of Washington

Child Protection and Safe Environment

Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782

Mailing Address: P.O. Box 29260, Washington, D.C. 20017

Phone: 301.853.5328 Fax: 301.853.7675

Email: childprotection@adw.org

HOW TO REGISTER ON VIRTUS

1. Go to www.virtusonline.org
2. Click on **FIRST-TIME REGISTRANT** that is in green on the left hand side of the Virtus Online page Under **USER ID AND PASSWORD**.
3. If you are searching for a session to attend, click on **View a List of Sessions**. After reviewing the list of sessions, click on Start Registration. If you know the session you want to attend, click on **Begin the Registration Process** instead.
4. Click on the down arrow to the right of select your organization, please scroll down the drop down menu until you find **Washington, DC (Archdiocese)**. Click on Select.
5. Create a User ID and Password. Click on Continue.
6. Complete the Registration Screens.
7. Please select the Primary location where you work or volunteer with children.
8. Select your roles (Please see descriptions below and select accordingly).
9. Answer all screening questions.
10. Read and Acknowledge the Pastoral Code of Conduct and Contact with Minors.
11. When you get to the screen that asks if you Have Already Attended a *Protecting God's Children* Session, click **NO** if you have not attended and select the session you want to attend. If you have attended a *Protecting God's Children* session, click **YES** and select the session that you attended and complete the rest of the registration process.
12. If you have a Virtus account and completed the Protecting God's Children Session in another State, please contact Virtus 1-888-847-8870 in order transfer your account.

Roles Definitions:

- **Priests/Deacons** – Diocesan priests/deacons in active or supply ministry.
- **Candidates for Ordination** – All seminarians and candidates for the permanent diaconate.
- **Educators** – salaried teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – paid persons (other than priests/deacons or educators) who are employed by and work directly for the diocese/eparchy or parishes/schools such as central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – unpaid persons who assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

*If you do not have Internet access, please contact your local coordinator and he/she will assist you with the registration process.



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COMPLIANCE CHECKLIST

(If personal access to the Internet is not available, please speak with the local Child Protection Compliance Coordinator for assistance with the registration.)

Application

- All who have contact with children and/or vulnerable adults must complete, sign and return a volunteer or employment application to the local coordinator at the Parish/School. *(Where it will be retained and stored.)*

Register for Virtus

- Log on to www.virtusonline.org and begin the registration process.
- During the online registration, please read the **Pastoral Code of Conduct and Contact with Minors**.
- Schedule to attend a ***Protecting God's Children for Adults training session***

The steps above must all be completed and recorded on VIRTUS prior to conducting the livescan fingerprinting screening.

Criminal Background Check (Fingerprinting)

The Archdiocese of Washington now requires that all employees and volunteers who have contact with children or vulnerable adults to be fingerprinted.

- Please contact your local coordinator to obtain the Archdiocese of Washington **Identifier** number. (This authorization number is required to ensure the results are received and properly recorded.)

For Maryland, locations are collectively listed at:

<https://www.dpssc.state.md.us/publicservs/fingerprint.shtml>

For the District of Columbia:

You may visit any service that utilizes LiveScan, including one of the Maryland locations.

We are aware of at least two LiveScan providers that operate District of Columbia locations:

Metro Lab (202) 234-1234

Washington DC Fingerprinting (202) 628-3716

Archdiocese of Washington - Child Protection Policy Booklet

- Please read the Child Protection and Safe Environment Policy Booklet (booklet will be provided by trainer)
- ***Acknowledgement Form*** must be signed and returned no later than 30 days following the training session to the local Child Protection Compliance Coordinator.

Please be aware that you cannot volunteer/work until your criminal background check is posted on your Virtus account. (Please contact your local coordinator)



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Lista de verificaciones de cumplimiento

(Si no tiene acceso personal a internet, por favor comuníquese con el Coordinador local del cumplimiento de **Protección de Niños y Ambiente Seguro para recibir ayuda durante su inscripción.**)

Solicitud de Voluntario

Todo el voluntario debe completar, firmar y devolver la solicitud al coordinador local de la parroquia y/o escuela donde será archivado y conservado.

Regístrese en Virtus

- Ingrese en www.virtusonline.org y comience el proceso de inscripción.
- Durante la inscripción en línea, por favor lea el **Código Arquidiocesano de Conducta y Contacto con Menores.**
- Seleccione una fecha para asistir a la **Sesión de Entrenamiento de Protección de los Hijos de Dios para Adultos.**

Todos los pasos anteriores deben ser completados y registrados en VIRTUS antes de realizar las verificación de antecedentes penales.

Verificación de antecedentes penales (Huellas Digitales)

La Arquidiócesis de Washington ahora exige que se tomen las huellas digitales de todos los empleados y voluntarios que tengan contacto con niños o adultos vulnerables.

- Comuníquese con su coordinador local para obtener el número de identificación de la Arquidiócesis de Washington. (Este número de autorización es necesario para garantizar que los resultados se reciban y se registren correctamente).

Para Maryland, las ubicaciones se enumeran colectivamente en:

<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Para el Distrito de Columbia:

Puede visitar cualquier servicio que utilice LiveScan, incluyendo una de las ubicaciones de Maryland. La Arquidiócesis de Washington reconoce a dos proveedores de LiveScan que operan en ubicaciones del Distrito de Columbia:

Metro Lab (202) 234-1234

Washington DC Fingerprinting (202) 628-3716

Arquidiócesis de Washington – Libro de Política de Protección de Niños y Ambiente Seguro

- Lea el libro de la Política de Protección Infantil y Ambiente Seguro (el entrenador proporcionará el libro)
- El **Formulario de Reconocimiento** debe ser firmado y devuelto al Coordinador Local no más tarde de 30 días después de la sesión de entrenamiento.

Por favor sea consciente que no puede ser voluntario or trabajar hasta que su verificación electrónica de antecedentes se publique en su cuenta de Virtus. (Por favor, consulte con su coordinador local)