

FAQ ASKED QUESTIONS ABOUT VIRTUS & THE CHILD PROTECTION DECREE

Who must be approved to volunteer when children are present?

This policy is required throughout the Archdiocese of Cincinnati: Anyone over the age of 18 wishing to volunteer when children are present must first be Virtus certified and pass an online background check. In addition, everyone must read and complete each monthly training bulletin. For employment, all new employees must also be fingerprinted and pass a B-4 report. All school and school support employees must be re-fingerprinted every five years.

What is Virtus?

Virtus is a national US Catholic child protection system that is used by nearly 80% of the dioceses. This system consolidates the Virtus certification, background checks, your contact information, and training bulletins for every employee and volunteer. Your email address and Internet access are required to set up your Virtus account.

Virtus certification training is a one time, three-hour live class that addresses child abuse and identifies warning signs. The class may be taken at any location in the Archdiocese of Cincinnati.

If you move, Virtus certification is transferable between dioceses. However, each diocese decides their own transfer policy. Forms and instructions how to complete an inter-diocese transfer request to Cincinnati is on our parish web site. Our diocese requires the Virtus certification be the same program used in our diocese plus the training requirements in your former diocese must be up to date. A Cincinnati on-line background check is required once the account has been transferred. If you need assistance to transfer your Cincinnati Virtus account to your new diocese, you can contact Virtus at 1-888-847-8870 for assistance. They will notify your new diocese to contact you.

All dioceses in the United States are required by the US Catholic Conference of Bishops to have an enforced child protection decree. The decree policy requirements vary from diocese to diocese as well as the background check methodology.

How do I complete a background check?

The background check is completed on line through your Virtus account. It is completed just one time. The check is automatically updated every 90 days. The parish does not receive the results of any background check. We suggest you ask for a copy of your background check be emailed to you. Any critical issues that may arise are reviewed by the Archbishop of Cincinnati prior to approval for volunteering or employment. The current cost of the check is \$25. All major credit cards are accepted. The parish does provide a unique token number for registered active parishioners volunteering at the parish upon request. The check needs to be completed at one time and will ask for your legal name, social, current and former addresses. Be sure to have your payment method available to insert.

Anyone that was originally fingerprinted will be required to complete the on-line check once their fingerprint date closes in on five years. All volunteer fingerprints will expire during 2018. The parish

notifies anyone by email needing to complete the on-line check prior to the expiration. Failure to complete the on-line check when requested will result in your Virtus account being marked inactive. Most of our volunteers and employees have already completed the on-line check

Why must I read a monthly training bulletin?

Ongoing training is required by the US Catholic Conference of Bishops and the Archdiocese of Cincinnati. Anyone that falls three or more training bulletins behind will have their account marked "inactive". This means they will not be able to volunteer with children until their account has been reopened and all the old bulletins are caught up. Anyone falling 18 or more bulletins behind are now required to successfully complete a re-training program before their account is marked active and can again volunteer. New training bulletins are added each month even when an account is marked inactive.

Virtus sends a monthly email reminder to read each new bulletin. (Be sure system@pub.virtus.org is in your email address book.) New bulletins are added to all Virtus accounts the first Sunday of every month. The parish also monitors those accounts that are two bulletins behind and sends out email reminders just prior to the posting of a third, unread bulletin.

I am going to volunteer at another parish. They need to see my account. What do I do?

You can add other locations within the Archdiocese of Cincinnati. Just log into your Virtus account and click on "Update My Account". Go down to Additional Locations and click on "Add/Remove" locations. Every entity in the Archdiocese of Cincinnati is listed. Check the box of the location(s) you wish to have your account information available. Be sure to click SAVE at the bottom of the screen.

Does the diocese child protection decree ever change?

Yes. The child protection decree is updated every five years. A revised decree will be issued in early 2018. We can expect some changes to be announced early next year. All suggested decree updates are reviewed by committees, clergy, legal, and staff at the diocese prior to implementation.

I volunteer at the festival. Do I need to be certified?

As of now, only those volunteers that work in the children's booths are required to be certified.

I forgot my log in and password. What do I do?

Go to the Virtus web site and click on [Need login information?](#) Complete the form and click on GO.