Archdiocese of Baltimore Registration Instructions – Volunteers with Substantial Contact with Children

Before completing Protecting God's Children training online, all participants <u>must</u> first register with VIRTUS Online.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=37349

Click to begin the process.



Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

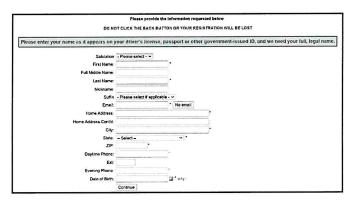
Click Continue to proceed.



Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)
Click Continue to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click Continue to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Please select the primary location where you work or volunteer.

Primary location:

- Please select
Continue

If you are associated with multiple locations, please choose the primary (work) location first.
Then click the continue button to select additional locations such as those where you volunteer.

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Select the role(s) that you serve within the Archdiocese of Baltimore and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check all roles that apply.

Click Continue to proceed.

| | Location: Agnes School, St. (Catonsville) |
|--------------------------|--|
| | Please select at least one primary role you perform at this location |
| | Employee Anyone employed by the Archdiocese of Baltimore, other than clergy/religious. |
| | □ Volunteer with Substantial Contact with Children |
| | □ Volunteer without Substantial Contact with Children |
| | Clergy/Religious Clergy/Religious includes Bishops, Priests, Deacons, Religious Brothers and Sisters, Seminarians and Candidates for the Deaconate |
| | □ Independent Contractor |
| f you have f you do n | e a tille please enter it below. or have a title, please briefly describe what you do, |
| Title or Po | ostilon of Service: |

Your selected location(s) are displayed on the screen.

Select <u>YES</u>, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select NO.

You have chosen following locations and roles:

AgnesSchool, St. (Gatonsville)**

· Volunteer with Substantial Contact with Children

Are you associated with any other locations?

Yes

No

Please review the statement:

Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training. Church personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

Click Continue to proceed.

Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training.

Church personnel in this situation, may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-4348.

Continue

If you do not wish to continue you may close this window.

Please answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

Click Continue to proceed.

Are you employed full or part time by the Archdlocese of Baltimore or of its churches or schools?

O Yes O No

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or lessed by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

O Yes O No

Continue

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

Archdiocese of Baltimore Registration Instructions - Volunteers with Substantial Contact with Children

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Have you been terminated from volunteer service or employment due to suspected child abuse?

Yes No Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

○Yes ○No

Please answer the following three questions:

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Have you been terminated from volunteer service or employment due to suspected child abuse?

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Click Continue to proceed.

Please review the following and respond to each of the following documents.

- Code of Conduct for Church Personnel of the **Archdiocese of Baltimore**
- A Statement of Policy for the Protection of Children and Youth

To proceed, please Confirm by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click on Continue.

Archdiocese of Baltimore Code of Conduct for Church A Statement of Policy for the Personnel of the Archdiocese of Protection of Children & Youth Baltimore Code of Conduct for Church Personnel of the Archdiocese of Baltimore I hereby represent that I have downloaded, read, and understand this document. Please provide an electronic signature to confirm you have read the above documents: Full Name (first, middle and last)*: (John D. Smith) Today's Date* (mm/dd/yyyy) Continue

Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

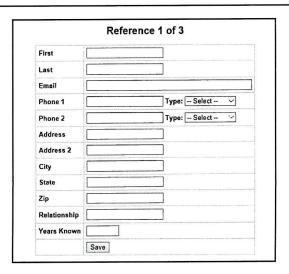
If you receive an incorrect answer, please click on Try Again.

Click Continue to proceed.

Archdiocese of Baltimore **Policy Questions** Please answer ALL the questions presented The Code of Conduct for Church Personnel applies only to employees of the Archdiocese. SELECT AN ANSWER: ⊕ True False Submit

Please submit three references.

Click on Save to continue.



Archdiocese of Baltimore Registration Instructions - Volunteers with Substantial Contact with Children

Please select the online session you wish to complete.

Click on Complete Registration to continue.

Please select the session you wish to attend Protecting God's Children for Adults (Online Training) Protecting God's Children for Adults (Online Training in Spanish) Complete Registration

Click on Complete ESR Background Check to be directed to the ESR background check secure website.

ve registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account. Please complete your background check with Employment Screening Resources (ESR). By clicking on the link below, you will be directed to ESR's secure website.

Complete ESR Background Check You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and

Thank you for completing the registration process.

Go to VIRTUS Online Close Browser

Please complete the steps within the background check process, which you will need your Social Security Number or International ID number and your current and prior full residential addresses for the past seven year where you lived, worked, or studied.

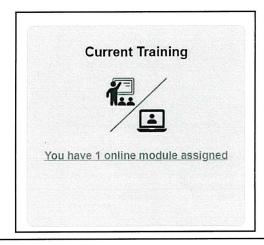
Once you close the ESRCheck screen, you will be taken automatically to the online training course.

ESRCheck | Applicant

English Español

Welcome to the ESRCheck Applicant Portal.

Click on You have 1 online module assigned within the Current Training box.



Click on the green circle to begin the Online Training.

Upon completion, the last screen will allow you to print a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Modules

The program you are about to see contains testimony of actual abusers and true atories of survivors based on real cases of child sexual abuse. Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child actual abuse, may not feel comfortable completing safe environment training. Church pronounal in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Maltreatment Awareness Session 3.2 Baltimore

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.