

## **School & Parish Volunteers Compliance Requirements**

(Revised 4/27/2021)

### **These are the steps to bring an Inactive Virtus Volunteer Account to Active Status:**

1. We need the volunteer's current email.
2. Site Administrator will contact Archdiocese to make account active.
3. Volunteer will need to login to their Virtus account and update their general information (address & phone).
4. Volunteer will complete an updated Virtus online background check if their BGC is older than 3 years. They will be prompted by the Virtus database if this needs to be done.
5. Complete CANTS 689 form and return to school/parish for processing.
6. Complete online Keeping the Promise Alive training if their original Protecting God's Children Virtus training is older than 3 years. They will be prompted to complete by the Virtus database if needed.
7. Read and sign off on the Code of Conduct online form. They will be prompted by the Virtus database to do this.
8. Complete online Mandated Reporter Training ([mr.dcfstraining.org](http://mr.dcfstraining.org)). If their current MRT is older than 3 years old, they will need to take the training again and complete the CANTS 22 form. A copy of the MRT certificate and the CANTS 22 form need to be submitted to the school/parish for processing. This training will need to be recertified every 3 years.

### **Compliance steps for new volunteers:**

1. Complete the Protecting God's Children registration, background, and training (currently available online at [www.virtus.org](http://www.virtus.org)). The background check needs 2 References-one personal reference & one business reference; or two personal references. Provide school/parish with copy of PGC certificate.
2. Complete the online Code of Conduct form through the Virtus database.
3. Complete the CANTS 689 form and return to school/parish for processing.
4. Complete online Mandated Reporter Training ([mr.dcfstraining.org](http://mr.dcfstraining.org)). If their current MRT is older than 3 years old, they will need to take the training again and complete the CANTS 22 form. A copy of the MRT certificate and the CANTS 22 form need to be submitted to the school/parish for processing. This training will need to be recertified every 3 years.