

Our Lady of Humility Parish
"Catholic and Excellent"

Dear Our Lady of Humility Volunteer or Employee:

We want to express our sincere gratitude for your willingness to volunteer and help provide a wonderful place for our children and adults to learn and grow in our faith.

While we appreciate your time and effort, our parish operates as part of a wider system of institutions within the Archdiocese. Rules regarding volunteers are established in order to ensure our children and adults are safe.

The Archdiocese of Chicago mandates everyone who has regular contact with children complete the five (5) steps listed below. Each of these steps is mandatory and must be completed before you begin working or volunteering. We would like to have you to follow the steps in the order listed. (see below)

Note: Steps 2 through 5 in this process are explained online at www.archchicago.org under the *Protecting Children* section and everything can be completed online except Step 5 - Attending the *Safe Environment Virtus Training Workshop*.

Step 1: Complete an "*Application for Employment or Volunteer Services (Form 7703)*" and return it to one of the three people listed below. (5 minutes)

Step 2: Complete the "*IDCFS Authorization for Background Check - CANTS*" form and return it to one of the three people listed below. (5 minutes)

Step 3: Read, sign and return the attached "*Code of Conduct Acknowledgement Form*" to one of the three people listed below. (10 minutes)

Step 4: Complete an "*eAppsDB Archdiocese of Chicago Employee and Volunteer Criminal Background Check Online Background Screening*". (15 minutes) Please print a copy of the completed *Application Overview - For Volunteer* and return it to one of the three people listed below.

This step should be done immediately and can be completed at home. Visit the www.archchicago.org website and go to the *Protecting Children* section for details. Again, if you do not have access to a computer, we are glad to guide you through the process using one of our computers.

Step 5: Register on-line and attend a *Safe Environment Virtus Training Workshop* (2 hours)

- Go to www.virtus.org and register for a Virtus workshop. At times workshops are offered at our parish. If you do not have access to a computer you may register using one of the office computers. Upon completion of the workshop, please provide a copy of your *Virtus Workshop Completion Certificate* to one of the three people listed below.

We thank you for your prompt attention to this regulation. If we can be of assistance, please stop or call us at anytime.

Sincerely,

Patrick L. Browne, M.Ed.
Principal
(847) 746-3722

Kate E. Kinser, M.Div.
Director of Religious Education
(847) 746-3744

George R Kashmar
Parish Business Manager
(847) 872-8778

ARCHDIOCESE OF CHICAGO

FORM 7703

An Equal Opportunity Employer

Application for Employment or Volunteer Service

We thank you for filling out this form which is designed for those applying for a position with any department, agency, or parish of the Archdiocese of Chicago, including current employees or applicants seeking paid employment or volunteer work involving regular contact with children.

The Archdiocese complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical handicap unrelated to ability to perform the duties of the position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified handicapped individuals.

Please keep in mind that acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

BASIC INFORMATION: *(Please print.)*

NAME: _____
Last First Middle

ADDRESS: _____
Street Address Apt.

City State Zip

TELEPHONE: () _____

Are you legally eligible for employment in the U.S.? Yes No SS #: _____

Have you ever used a surname other than indicated.? Yes No If yes, state name and explain _____

Position applied for: _____ Date available: _____

Salary requirements (if applicable) _____

How were you referred to us?: _____

EDUCATION:

NAME	ADDRESS	MONTH/YEAR	DEGREE
HIGH SCHOOL			
COLLEGE			
GRADUATE WORK			
OTHER (Describe)			

EMPLOYMENT:

Please list chronologically your employment and volunteer activities during the past 5 years. If there were times you were not employed nor volunteering, include those dates and describe your principal activities.

HIRE DATE	TERM DATE	POSITION HELD	EMPLOYER & SUPERVISOR	TELEPHONE	REASON FOR LEAVING

If you have **never** been employed or volunteered, please list three personal references.

_____	Telephone _____
_____	Telephone _____
_____	Telephone _____

References checked:

_____	Date _____	By: _____
_____	Date _____	By: _____
_____	Date _____	By: _____

Have you ever been convicted of a crime? Yes No. If you have been convicted of a crime other than a minor traffic offense; please state the following: *Nature of conviction, date, sentence received. sentence served including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.*

I certify that the above information and statements are true and complete to the best of my knowledge. I understand that any misstatement or material omission from this application may result in my disqualification from consideration for a position and may be the basis for termination of my services.

I authorize the Archdiocese or its agents to undertake any investigation it deems appropriate in connection with this application, including contact with all prior employers and a criminal background check.

SIGNATURE

DATE

FOR CURRENT EMPLOYEES OR APPLICANTS SEEKING PAID EMPLOYMENT OR VOLUNTEER WORK INVOLVING REGULAR CONTACT WITH CHILDREN:

I am aware of the Illinois Abused and Neglected Child Reporting Act and its reporting requirements.	
_____ SIGNATURE	_____ DATE

Your Date of Birth: _____

NOTE TO CHURCH OR SCHOOL:

In order to determine the suitability of the applicant, it is very important that all of the previous references be contacted. *The person who has checked references with previous employers or personal references should put initials and date of contact next to the names listed on this form and attach comments or written verification.*

In cases of paid employees (as versus nonpaid volunteers), a completed I-9 Form (to verify legal eligibility for employment according to the immigration laws) must be kept on file with the application form.

Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: _____ (mm/dd/yyyy) Gender: Male Female Race: _____

Current Address: _____
Street/Apt.

City: _____ State: _____ Zipcode: _____

Parish/School/Agency: _____

Your Position (Check One): Priest Deacon Religious Order Lay Employee Volunteer

List all addresses at which you have resided in the past five years:

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signature Date

Archdiocese of Chicago (Agency Name)
Jan Slattery (Contact Person)
737 N Michigan Ave., Ste 900 (Address)
Chicago, IL 60611 (City/State/Zip)

Mail this request to:
Department of Children and Family Services
406 E. Monroe – Station #30
Springfield, IL 62701

Code of Conduct Acknowledgement Form

Employees and Volunteers

Parish/School/Agency _____

Date _____

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the “Measures to Aid Observance of the Code of Conduct” and the “Practical Suggestions” and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

Signature

Print Name

Position

The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.

Please return this completed form to the site where you are an employee or volunteer.

Code of Conduct for Church Personnel

As someone who ministers to young people, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people. To achieve this, I will:

- Never touch a minor in a sexual way or other inappropriate manner.
- Never be alone with a minor in a residence, rectory, sleeping facility, or any other closed room.
- Never share a bed with a minor.
- Never take an overnight trip alone with a minor.
- Never introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, web sites, computer software, or entertainment.
- Never provide drugs, alcohol, or tobacco to a minor.
- Never use, possess, or be under the influence of illegal drugs.
- Never use alcohol when engaged in ministering to a minor.
- Never engage in physical discipline for behavior management of minors. No form of physical discipline is acceptable.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I will:

- Report any suspected child abuse to the proper authorities.
- Avoid physical contact when alone with a minor. Physical contact with minors can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors in private residences or rectories.
- Avoid driving alone in a vehicle with a minor.

- Refrain from giving expensive or inappropriate gifts to a minor.
- Avoid meeting privately with minors in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor is needed (e.g., Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating with minors through e-mails or the internet. Only share work/ministry related e-mail addresses with minors. Do not participate in chat rooms with minors.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Pats on the shoulder or back.
- Hugs.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate.

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding minors over four years old on the lap.
- Touching buttocks, chests or genital areas.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Touching knees or legs of minors.
- Wrestling with minors.
- Tickling minors.
- Piggyback rides.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.

Signing into the online Background Check for the first time

English Page | Polish Page | Spanish Page | Black Catholic

ARCHDIOCESE OF CHICAGO

www.archchicago.org Locators: Parishes | Elementary Schools | High Schools

Archdiocese of Chicago

- Office for the Protection of Children and Youth
- Child Abuse Investigations & Review
- Assistance Ministry
- Safe Environment Office
- Reporting Child Abuse

OFFICE FOR THE PROTECTION OF CHILDREN AND YOUTH

- Audit Documents
 - Parish Audit Schedule for 2009
 - Audit Interview Questions for 2009
- Virtus Training
- Mandated Reporter Training
- Site Administrator Training
- Virtus Facilitator Training
- Background Screening
- Fingerprinting
- Code of Conduct
- CANTS Form
 - English | Spanish
- DCFS Report Form
- On-Going for Kids Newsletter
- Healing, Learning & Growing Newsletter

Return to Top

© Archdiocese of Chicago. All Rights Reserved. Privacy Policy
To direct your questions or comments about this website click here

Browse to Archdiocese of Chicago web site www.archchicago.org, then from the left side navigation select *Protecting Children*.

Select "Background Screening"

ARCHDIOCESE OF CHICAGO powered by eAppsDB applications online

[Help](#)

Login Page

If you do not have a user ID and password, please [click here](#) to register.

User ID:

Password:

For detailed login instructions, please click on the appropriate link below:

- For PASTORAL CENTER AND RELATED AGENCIES, [click here](#)
- If you do not have a USER ID or PASSWORD, [click here](#)

Forgot Your Login ?

Forgot Your Password ?

For support related to this website, [click here](#).
For support related to Organization policies and procedures, [click here](#).
Download PDF versions of the **Archdiocese of Chicago Employee** application forms in [English/Spanish/Polish](#)
Download PDF versions of the **Archdiocese of Chicago Volunteer** application forms in [English/Spanish/Polish](#)
Download PDF versions of the **Non-Archdiocesan Employee** application forms in [English](#)
Download PDF versions of the **Non-Archdiocesan Volunteer** application forms in [English](#)
View the [Privacy Statement](#)
copyright © 2002-2009 by [Austin Computing Solutions](#).
[frequently asked questions](#)

This site was designed for use with Microsoft Internet Explorer 6.0 (and above) with Javascript enabled, cookies enabled, and a minimum screen resolution of 800 x 600. To download the latest version of Internet Explorer from Microsoft, please [click here](#) to visit their site.

[ChurchDB - Web-based Church Management Software](#)

Select this "[click here](#)" link to start the registration process as a new user.

Start with the "Open the Site Search" button on this page.

Help

New User Registration

Welcome to eAppsDB - the online application management system.

***** ATTENTION APPLICANTS *****
Select as the 'Primary' site the location at which you do (or will do) the majority of your volunteer work or at which you are (or wish to be) employed. You will be able to add additional sites during the application process.

*Primary Parish / School / Agency: [Open the Site Search](#)

*Access Code: [More Information](#)

*Please Select One: Archdiocese of Chicago Non-Archdiocesan Organization/Religious Community

*Type of Application: Employee Volunteer

*User ID: (See note below)

*Password: (See note below)

*Retype Password:

*First Name:

Middle Name:

*Last Name:

*Date of Birth: mm/dd/yyyy

*Date of Birth: mm/dd/yyyy (again)

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

Personal Email: ?

Personal Email: (again)

* Denotes a required field.

[Submit Registration](#) [Cancel registration](#)

When selecting a username and password, please refer to the following guidelines:

- User ID and password are case insensitive (case does not matter).
- User ID and password should each be at least 6 characters in length, preferably 8 or more up to a maximum of 30 characters.
- Password should not be a dictionary word (these are easily guessed).

Please use these guidelines for entering name:

- Enter full legal name as it appears on the driver's license
- Enter only one name in the first name field
- Do not enter prefixes in the first name field (examples: Mr., Dr., Sister, etc)
- Do not enter suffixes in the last name field (examples: Sr., Jr., III, etc) Suffixes may be entered on the Main Application/Screen after registration is complete.
- Enter double last name with a hyphen in the last name field (example: "Smith Johnson" should be entered as "Smith-Johnson")

This is the popup screen that results.

Type in "Beach Park" then click the "Search" button.

Help

New User Registration

Welcome to eAppsDB - the online application management system.

***** ATTENTION APPLICANTS *****
Select as the 'Primary' site the location at which you do (or will do) the majority of your volunteer work or at which you are (or wish to be) employed. You will be able to add additional sites during the application process.

*Primary Parish / School / Agency: [Open the Site Search](#)

*Access Code: [More Information](#)

*Please Select One: Archdiocese of Chicago Non-Archdiocesan Organization/Religious Community

*Type of Application: Employee Volunteer

*User ID: (See note below)

*Password: (See note below)

*Retype Password:

*First Name:

Middle Name:

*Last Name:

*Date of Birth: mm/dd/yyyy

*Date of Birth: mm/dd/yyyy (again)

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

Personal Email: ?

Personal Email: (again)

* Denotes a required field.

[Submit Registration](#) [Cancel registration](#)

Site Search

The 'Primary Parish / School / Agency' is the diocese entity at which you are employed or for which you do the majority of your volunteer work.

To select a primary parish / school / agency, type in a word from the name of the parish or city and click the 'search' button. Searches for common words (such as 'St', 'School', or the name of a large city) are not recommended and will return long result lists.

For example, if you are searching for 'All Saints' parish, type the word 'saint' and click the search button. The resulting list will display the city, parish / school / agency name, and street address. It is important that you are careful to choose the search result that also matches the physical location of the parish / school / agency.

To select the parish / school / agency, click on the line containing your selection. Your selection will automatically be entered in the appropriate field on the registration screen.

Select the group you are volunteering with.

OL Humility for Scout volunteers, OL Humility School for coaches and school volunteers, then click the "Select" button

Help

New User Registration

Welcome to eAppsDB - the online application management system.

***** ATTENTION APPLICANTS *****
Select as the 'Primary' site the location at which you do (or will do) the majority of your volunteer work or at which you are (or wish to be) employed. You will be able to add additional sites during the application process.

*Primary Parish / School / Agency: [Open the Site Search](#)

*Access Code: [More Information](#)

*Please Select One: Archdiocese of Chicago Non-Archdiocesan Organization/Religious Community

*Type of Application: Employee Volunteer

*User ID: (See note below)

*Password: (See note below)

*Retype Password:

*First Name:

Middle Name:

*Last Name:

*Date of Birth: mm/dd/yyyy

*Date of Birth: mm/dd/yyyy (again)

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

Personal Email: ?

Personal Email: (again)

* Denotes a required field.

[Submit Registration](#) [Cancel registration](#)

Site Search

City	Name	Address
Select	Beach Park/Zion	OL Humility 10655 W. Wadsworth Rd.
Select	Beach Park/Zion	OL Humility School 10601 Wadsworth Rd.

ARCHDIOCESE OF CHICAGO powered by eAppsDB applications online

Help

New User Registration

Welcome to eAppsDB - the online application management system.

ATTENTION APPLICANTS ->>>
 Select as the "Primary" site the location at which you do (or will do) the majority of your volunteer work or at which you are (or wish to be) employed. You will be able to add additional sites during the application process.

*Primary Parish / School / Agency: Search Park/Lion/ GL Humility [Open the Site Search](#)

*Access Code: [contact Lion](#) [Track Information](#)

*Please Select One: Archdiocese of Chicago Non-Archdiocesan Organization/Religious Community

*Type of Application: Employee Volunteer

*User ID: (See note below)

*Password: (See note below)

*Repeat Password:

*First Name: **Please use these guidelines for entering names:**

- Enter full legal name as it appears on the driver's license
- Enter only one name in the first name field
- Do not enter prefixes in the first name field (example: "Mr.", "Dr.", "Sister", etc)
- Do not enter suffixes in the last name field (example: "Sr.", "Jr.", "III", etc)
- Suffixes may be entered on the "Main Application" screen after registration is complete.
- Enter double last names with a hyphen in the last name field (example: "Smith Johnson" should be entered as "Smith-Johnson")

Middle Name:

*Last Name:

*Date of Birth: mm/01/yyyy

*Date of Birth (again): mm/01/yyyy

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

Personal Email:

Personal Email (again):

* Denotes a required field.

When selecting a username and password, please refer to the following guidelines:

- User ID and password are case insensitive (case does not matter).
- User ID and password should each be at least 8 characters in length, preferably 8 or more up to a maximum of 30 characters.
- Password should not be a dictionary word (these are easily guessed).
- Password should not be derived from personal data (phone number, name, address, birthdate, pet name, anniversary, etc).
- User ID and password should contain a combination of alphabetic characters and numerals only - spaces and punctuation characters are not allowed.

For support related to this website, [click here](#).

For support related to Organization policies and procedures, [click here](#).

Download PDF versions of the **Archdiocese of Chicago Employee** application forms in [English/Spanish/Polish](#)

Download PDF versions of the **Archdiocese of Chicago Volunteer** application forms in [English/Spanish/Polish](#)

Download PDF versions of the **Non-Archdiocesan Employee** application forms in [English](#)

Download PDF versions of the **Non-Archdiocesan Volunteer** application forms in [English](#)

View the [Privacy Statement](#)

copyright © 2002-2009 by [Austin Computing Solutions](#).

[frequently asked questions](#)

ChurchDB - Web-based Church Management Software

Completed the rest of the fields.

For all OLH volunteers, the Access Code is: "protection"

For All OLH volunteers, Select: *Archdiocese of Chicago next* " * Please select one"

Type of Application: Select *Volunteer*

To create your *User Name and password* according to the note below the "Submit Registration" button

You can't use any punctuation characters

Recheck your entries, then select the "Submit Registration" button.

ARCHDIOCESE OF CHICAGO powered by eAppsDB applications online

Help

New User Registration

You have been successfully registered in the system.
 It is important that you write down User ID and Password or remember it to login again.

Please [click here](#) to login and continue with your application.

For support related to this website, [click here](#).

For support related to Organization policies and procedures, [click here](#).

Download PDF versions of the **Archdiocese of Chicago Employee** application forms in [English/Spanish/Polish](#)

Download PDF versions of the **Archdiocese of Chicago Volunteer** application forms in [English/Spanish/Polish](#)

Download PDF versions of the **Non-Archdiocesan Employee** application forms in [English](#)

Download PDF versions of the **Non-Archdiocesan Volunteer** application forms in [English](#)

View the [Privacy Statement](#)

copyright © 2002-2009 by [Austin Computing Solutions](#).

[frequently asked questions](#)

ChurchDB - Web-based Church Management Software

Now select this "[click here](#)" link to the go to the original screen. Enter your new User ID and password, then complete the questionnaire sections.

ARCHDIOCESE OF CHICAGO powered by eAppsDB applications online

Help

APPLICATION OVERVIEW - FOR VOLUNTEER

[Change Password](#)

Application Submission Date: Please complete the following forms:

Note: Your application will be submitted ONLY ONE TIME

You may modify your application information at any time except where pages are locked.

Remember to click "SAVE" in each section after making changes.

Workshop Dates

(Your Name)

(Your Address)

- Main Application
- Archdiocese of Chicago Questionnaire
- Residential History
- Employment History
- Educational History
- Volunteer History
- References
- Declarations
- Background Check (Locked)
- Select Sites

(Displays all unlocked application information)

[Help](#)

When you complete everything, all of the sections should have a green check in front of it.

From this page, you can sign up for the Virtus Workshop by selecting the "Workshop Dates"

When every is complete, select the "Submit Application" button. After you submit the References and Background Check sections are unlinked and locked.

Please print a copy of this page and submit it with the rest of your packet.

Archdiocese of Chicago's Adult Youth Protection Training Program Virtus/Protecting God's Children

Frequently Asked Questions (FAQ's)

Who is to read the Code of Conduct and sign the Acknowledgement Form?

All employees and clergy of the Archdiocese of Chicago, 18 years of age and older, are to read and sign the Code of Conduct. All volunteers who work with children and vulnerable adults are also to read and sign the Code of Conduct Acknowledgement Form. The Code of Conduct is available on the archdiocesan website at www.archchicago.org in the *Protecting Children* section. Click on *Code of Conduct*. The signed copy of the Acknowledgement Form is kept locally at the site of employment, ministry or service.

What is the CANTS form and who completes this form?

CANTS is the Child Abuse and Neglect Tracking System database maintained by the Illinois Department of Children and Family Services (DCFS). The CANTS check provides information on any person 18 years of age and older who has an indicated case/s of child abuse and or neglect against them in Illinois.

All employees, clergy and volunteers who work with children and vulnerable adults shall complete the CANTS form. Completed CANTS forms are to be sent to DCFS by the parish and or school. A copy of the completed CANTS form is kept locally at the site of employment, ministry or service. The CANTS form is available on the archdiocesan website at www.archchicago.org in the *Protecting Children* section. Click on *CANTS Form* in either English or Spanish as applicable.

Who has to complete the online background check?

All employees, clergy and volunteers, 18 years of age and older, in parishes and schools that work with children and vulnerable adults, are to complete a criminal background check prior to beginning service in the Archdiocese of Chicago.

Where do I go to complete an online background check?

Logon to the archdiocese website at www.archchicago.org. Scroll down to the *Protecting Children* box. Click on the box and a drop-down menu will appear. Click on *Background Screening* to complete an online background check. Your parish or school can provide you with the confidential access code. (Protection)

Who has to attend a Virtus/Protecting God's Children for Adults training session?

All employees, clergy and volunteers, 18 years of age and older, shall attend Virtus training. A copy of the Virtus Attendance Certificate is kept locally at the site of employment, ministry or service. Some, but not all, of the people who are to attend: teachers, priests, youth ministers, catechists, **scout leaders**, ushers, deacons, parents who go on field trips, student teachers, lunchroom helpers, all employees in parishes and schools, coaches.

How do I know where the Virtus/Protecting God's Children for Adults training sessions are being held and is registration required?

Yes, it is required that everyone preregister for Virtus training. Logon to the archdiocesan website at www.archchicago.org. Scroll down to the *Protecting Children* box. Click on the box and a drop-down menu will appear. Click on *Virtus*. You must preregister online and choose a training session.

Who is expected to read the Virtus/Protecting God's Children for Adults training bulletins after attending the Virtus training?

Anyone who works with children is expected to read the monthly bulletins. The bulletins provide ongoing education about how to protect children.

What is a site administrator/safety coordinator?

A site administrator/safety coordinator is the person designated by the pastor or principal from their parish and school, respectively, who maintains the online databases for background checks and Virtus training. The database lists who in their parish/school has registered online and attended a Virtus training session and who has completed a background check. The site administrator/safety coordinator does not have access to the background check itself.

Who has to submit to a digital fingerprint background check?

A state law was passed in May 2007 requiring **all school employees** hired after July 1, 2007, to complete a digital fingerprint check. In addition, for the Archdiocese of Chicago, these individuals must also complete the online application for a background check. (eApps).

Where do I go to find locations and directions for digital fingerprinting?

Logon to the archdiocese website at www.archchicago.org Scroll down to the Protecting Children box. Click on the box and a drop-down menu will appear. Click on Fingerprinting. You can also find locations for digital fingerprinting at www.accuratebiometrics.com.

What is site administrator training?

Additional training regarding the background check database system, fingerprinting, and training for access to the Virtus database. Pre-Registration is required. To register please email Sarah Stevens at sstevens@archchicago.org

What is mandated reporter training?

Mandated reporter training informs participants about the Abuse and Neglect Child Reporting Act, 1975 (ANCRA). ANCRA mandates people in certain professions to report child abuse such as: **educators, medical professionals, social service workers, law enforcement personnel and members of the clergy**. This law also sets forward the definitions of sexual abuse, physical abuse, neglect, the role of DCFS and much more.

Who should attend mandated reporter training?

All employees, clergy and **volunteers who work with children** shall attend Mandated Reporter training. Pre-Registration is required. To register please email Sarah Stevens at sstevens@archchicago.org

When and where do I attend mandated reporter training?

Mandated reporter training will be ongoing for the next two years. Trainings will be held in all six vicariates. Training sessions are listed in this newsletter, sent in the pastor electronic batch mail and will also be listed on the Children Matter Network www.childrenmatternetwork.org. Pre-Registration is required. To register please email Sarah Stevens at sstevens@archchicago.org

*Womazetta Jones, M.A.,
Director, Safe Environment Office
Editor, On-Going for Kids Newsletter
May/June 2008*