

# ARCHDIOCESE OF CHICAGO



## COMPLIANCE GUIDELINES CHART – JULY 2020

*All clergy, employees, volunteers must have a Virtus account as part of Safe Environment Compliance*

	CBC	FP	CANTS	PGC & KPA-VIRTUS	MRT	ACC	CC
<b>Clergy: Priests, Deacons &amp; Seminarians</b>	✓		✓	✓	✓	✓	✓
<b>All Employees of Pastoral Center, Parishes &amp; Agencies</b>	✓		(✓)*	✓		✓	
<b>School Employees [Certified &amp; Non-certified]</b>	✓	✓	✓	✓	✓	✓	
<b>DREs/CREs, Catechists, SPRED Volunteers, Youth Ministers, Coaches, Scout leaders</b>	✓		✓	✓	✓	✓	
<b>School Volunteers, and All Parish Volunteers Who Minister to Children and/or Youth</b>	✓		✓	✓		✓	
<b>Ministers to Vulnerable Adults (SPRED volunteers, Ministers of Care, hospital visitors, etc.)</b>	✓		(✓)*	✓		✓	

**CBC:** Criminal background check run through [Virtus online](#) as part of the Virtus registration process. Rechecked every three years through Virtus. ([Policy 603.2](#))

**FP:** Fingerprints run through Accurate Biometrics for the Archdiocese of Chicago. School employees may not begin work until fingerprints have been submitted. Schools have the necessary forms. [IL School Code 105 ILCS 5/2-3.25o]

**CANTS:** Yearly check of the central registry of Department of Children and Family Services. \*Required only once for employees who do not work with children. ([Policy 603.5](#))  
[English CANTS Form](#) [Spanish CANTS Form](#)

**PGC:** Virtus' **Protecting God's Children** training session. [Register](#) and attend within 15 days of beginning work or volunteering. ([Policy 603.3](#))

**KPA:** Virtus' **Keeping the Promise Alive** 3-year recertification program done online through Virtus ([Policy 603.7](#))

**MRT:** Mandated Reporter Training from [State of IL training](#) website. Recertified every 3 years. Catechists are required to take it. CANTS-22 (22A for clergy) forms are to be kept in file. ([Policy 603.6 and 603.7](#))

**ACC:** Archdioceses Code of Conduct. Read and signed at time of hire and re-acknowledged yearly through Virtus ([Policy 603.4](#))

[Archdiocesan Code of Conduct \(English\)](#)

[Archdiocesan Code of Conduct \(Spanish\)](#)

[Archdiocesan Code of Conduct \(Polish\)](#)

**CC:** Critical conversations, A Virtus program for clergy only. Recommended 5 years after ordination.

**Student training:** Every student in every grade in both schools and religious education programs are to be offered training on how to protect themselves from sexual abuse. ([Policy 603.7](#))

Those under the age of 18 are unable to meet compliance requirements; therefore, they may not be in a supervisor position or in charge of minors.

All compliance records are to be kept within Virtus database. They are reported on the Annual Audit survey.