

Thank you for your interest in being a volunteer at your child's school. Please read this packet carefully, as it contains the requirements for being a volunteer and how to complete those requirements. Please fill out and return all papers contained in this packet to the school office before beginning your volunteer work.

The Archdiocese of Chicago Office of Catholic Schools requires that employees and volunteers working in Catholic schools complete the safe environment protocols for the protection of children and youth before service begins. Parents and guardians shall complete the Safe Environment Requirements before participating as a volunteer in the school as a chaperone, coach, tutor, or in any other capacity with students.

The following Safe Environment Requirements must be completed by all school volunteers over Age 18:

- Attend **VIRTUS/PROTECTING GOD'S CHILDREN FOR ADULTS™** before beginning a volunteer position in the school. All adults over age 18 must pre-register online to attend this one time, 3 hour training. *You will also complete a background check through VIRTUS. Additionally, you will need to take an online refresher course every 3 years.*
- **CANTS 689 Form** (Child Abuse and Neglect Tracking System) submitted annually to the school office.
- **CANTS 22 Form:** Acknowledgement of Mandated Reporter Status
- **Mandated Reporter Training:** Completed every 3 years
- **Archdiocesan Standards of Behavior:** This is found on your Virtus account. Please download a copy and digitally sign. Paper copies are available upon request.

✓✓ **PLEASE COMPLETE AND TURN IN THE FOLLOWING PAPERS TO THE SCHOOL** ✓✓

1. \_\_\_\_\_ You must first establish/maintain a Virtus account and complete a background check through the Virtus system. ((If your account is currently INACTIVE, please contact [mbrumann@saintferdinand.org](mailto:mbrumann@saintferdinand.org) to re-activate: Many accounts were marked as inactivate last year during Covid restrictions)
2. \_\_\_\_\_ A copy of your Virtus certificate
3. \_\_\_\_\_ Mandated Reporter Certificate of Completion, online class
4. \_\_\_\_\_ Archdiocesan Standards of Behavior form (completed through your Virtus account),
5. \_\_\_\_\_ CANTS 689 Form (Annual Form: Background Check, included in this packet)
6. \_\_\_\_\_ CANTS 22 Form (Acknowledgement of Mandated Reporter Status, included in this packet)

### **To Register for Virtus:**

Go to the VIRTUS website at [www.virtusonline.org](http://www.virtusonline.org).

- Follow the on screen directions to select and register for a training session/complete a background check.
- Sessions are available either in-person or online
- Upon receiving the Certificate of Attendance, please make a copy and **submit to the school office**.

### **Mandated Report Online Class**

Go to the DCFS Mandated Reporter Training website at <https://mr.dcfstraining.org/>

- You will register for an account as a new user, and follow the on-screen instructions to take the training. It will take about 45 minutes to an hour to complete
- **At the end of your session, you will need to print out the certificate. Either turn in the printout of the certificate, or email the certificate to [mbrumann@saintferdinand.org](mailto:mbrumann@saintferdinand.org)**

For more information on Archdiocesan volunteer and training requirements, please visit the Office for the Protection of Children and Youth at: <https://protect.archchicago.org/compliance-resources>

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Contained in the pages that are to follow, you will find the CANTS 689 form and CANTS 22 form. Please review them carefully. When you are finish signing and filing them out, please return them to the office.

If you have any questions or if I can be of any assistance in the volunteer paperwork process, please do not hesitate to call me in the school office (773.622.3022), or email me at [mbrumann@saintferdinand.org](mailto:mbrumann@saintferdinand.org).

***Please note, your VIRTUS training and paperwork need to be completed and turned in prior to volunteering at any school events.***

Thank you for your time and your interest in serving our students!

Sincerely,

Margaret Brumann  
Operations Director / Virtus Administrator  
773.622.3022  
[\*\*mbrumann@saintferdinand.org\*\*](mailto:mbrumann@saintferdinand.org)



**Office for the Protection of Children and Youth**

**Safe Environment Compliance Guidelines Chart, July 2023**

Compliance period: July 1, 2023 – June 30, 2024

Role	CBC	FP	CANTS 689	PGC & KPA, VAT or HT	MRT & CANTS 22/A	ASB
Clergy: priests and deacons	✓		✓	✓	✓	✓
Candidates for ordination (seminarians and diaconate formation)	✓		✓	✓	✓	✓
All employees of Pastoral Center, parishes and agencies	✓		(✓)*	✓		✓
School employees (certified and non-certified)	✓	✓	✓	✓	✓	✓
DREs/CREs, catechists, SPRED volunteers with minors, youth ministers, coaches, scout leaders	✓		✓	✓	✓	✓
School volunteers and all parish volunteers who serve with children and/or youth	✓		✓	✓	✓	✓
Ministers to vulnerable adults (SPRED volunteers, ministers of care, hospital visitors, etc.)	✓		(✓)*	✓ (VAT)		✓
Non-archdiocese employee/volunteer/contractor + and student teachers				✓		✓
Minor employees				✓ (HT)		

+ Parish/School must have contract through Legal Services for third-party vendors

**ALL CLERGY, EMPLOYEES AND VOLUNTEERS MUST CREATE THEIR VIRTUS ACCOUNT AT VIRTUS ONLINE**

**CBC:** Name-based criminal background check run by S2Verify through **VIRTUS online** as part of the VIRTUS registration process. Rechecked every three years through VIRTUS. (**Policy 603.2**)

**FP:** Fingerprints submitted through Accurate Biometrics for the Archdiocese of Chicago. School employees may not begin work until valid fingerprint receipt has been returned to the school. Schools have the necessary forms.

**Child Abuse & Neglect Tracking System (CANTS) 689:** 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 689 Form**      **Spanish CANTS 689 Form**

**VIRTUS TRAININGS**

**PGC: Protecting God’s Children** training session. **Register** and complete within five days of beginning work or volunteering. (**Policy 603.3**)

**KPA: Keeping the Promise Alive** three-year recertification program done online through VIRTUS system. Completed within five days of assigning. (**Policy 603.7**)

**VAT: Vulnerable Adult Training** online training for those who minister solely to vulnerable adults. Replaces PGC.

**HT: Healthy Relationships for Teens.** Age-appropriate training for minors who are employees.

**MRT: Mandated Reporter Training** from **State of IL training** website. Re-certified every three years, including re-signing the Acknowledgment Form (**CANTS 22** or **CANTS 22A for clergy**). Certificates and signed forms are to be kept on file. (**Policies 603.6 and 603.7**)

**English CANTS 22 Form**      **Spanish CANTS 22 Form**  
**Eng CANTS 22A (Clergy)**      **Span CANTS 22A (Clergy)**

**ASB: Archdiocesan Standards of Behavior** for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct). Read and signed at time of hire and re-acknowledged yearly through VIRTUS system.

**(Policy 603.4)**  
**Archdiocesan Standards of Behavior (English)**  
**Estándares de Comportamiento Arquidiocesanos (español)**  
**Archidiecezjalne standardy zachowania (polski)**

**Student training:** Every student in every grade in schools and religious education programs are to be offered training annually on sexual abuse prevention. (**Policy 603.7**)

**Those under the age of 18 are unable to meet safe environment compliance requirements; therefore, they may not be in a supervisory role or in charge of minors. However, if they are employed, minors must create a VIRTUS account at [virtusonline.org](http://virtusonline.org) to be assigned appropriate training.**

**Safe Environment compliance is a condition of employment and volunteer service and must be met prior to start date. All compliance recordkeeping is to be verified and tracked within the VIRTUS System Database and reported in the Annual OPCY Audit. (Policy 603.1)**





**ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date