

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 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.

- 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

This is now done online in Virtus: Recognizing And Reporting Child Abuse: Training For Mandated Reporters

- 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**

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>

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.

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 & Youth

2025/26 Safe Environment Compliance Guidelines Chart **Compliance Year: July 1, 2025 – June 30, 2026**

The Archdiocese of Chicago requires that all clergy, all employees, and those third-party professionals and volunteers who work with and/or minister to minors and/or vulnerable adults comply with Safe Environment protocols for the protection of children and vulnerable adults (see [Policy 603](#)). Safe Environment compliance is a condition of employment/volunteering and must be met prior to start. Requirements are verified and tracked in the [Virtus online system](#), and Virtus registration instructions are available in [English](#), [Spanish](#), and [Polish](#).

Personnel Compliance

Role	Description	Name-Based Criminal Background Check (CBC) Completed in Virtus prior to start and every 3 years thereafter	Fingerprints Completed prior to start at each new school (Fingerprints are not transferable)	DCFS CANTS 689 Form Completed at start and annually on July 1 CANTS 689 English CANTS 689 Spanish	Training Completed at start and, if recertification is required, every three years thereafter	Mandated Reporter Training (MRT) and DCFS CANTS 22/A Form Completed at start and every 3 years thereafter CANTS 22 English CANTS 22 Spanish CANTS 22A English CANTS 22A Spanish	Archdiocesan Standards of Behavior (ASB) Completed at start and annually on July 1 English Spanish Polish
Priest	Diocesan and religious order priests in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments). Includes those living outside of the diocese who are not incardinated elsewhere.	✓		✓	Protecting God’s Children and the three-year recertification	✓	✓
Deacon	Diocesan deacons in active or supply ministry. Includes those living outside of the diocese who are not incardinated elsewhere. Deacons’ wives should not select this role.	✓		✓	Protecting God’s Children and the three-year recertification	✓	✓
Candidate for Ordination	All seminarians and candidates for the permanent diaconate. Women should not select this role.	✓		✓	Protecting God’s Children and the three-year recertification	✓	✓
Educator	Salaried teachers and principals in archdiocesan schools. Catechists and other school employees should not select this role.	✓	✓	✓	Protecting God’s Children and the three-year recertification	✓	✓
Employee	Paid persons (other than Priests, Deacons, or Educators) who are employed by and work directly for the diocese or parishes/schools, such as pastoral center personnel, DRE/ CREs who are paid, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.	✓	Required for school employees only (certified and noncertified)	Required only one time for employees who do not work with minors	Protecting God’s Children and the three-year recertification	Required for employees who work with minors only	✓

Role	Description	Name-Based Criminal Background Check (CBC) Completed in Virtus prior to start and every 3 years thereafter	Fingerprints Completed prior to start at each new school (Fingerprints are not transferable)	DCFS CANTS 689 Form Completed at start and annually on July 1 CANTS 689 English CANTS 689 Spanish	Training Completed at start and, if recertification is required, every three years thereafter	Mandated Reporter Training (MRT) and DCFS CANTS 22/A Form Completed at start and every 3 years thereafter CANTS 22 English CANTS 22 Spanish CANTS 22A English CANTS 22A Spanish	Archdiocesan Standards of Behavior (ASB) Completed at start and annually on July 1 English Spanish Polish
Volunteer	Unpaid persons ministering with minors who assist the diocese (including parishes and schools). This role may include: • Catechists • DREs/CREs (unpaid) • Youth ministers (unpaid) • Coaches (unpaid) • Scout Leaders • SPRED volunteers with minors	✓		✓	Protecting God's Children and the three-year recertification	✓	✓
Minister to Vulnerable Adults	Unpaid persons who volunteer in ministries to vulnerable adults, such as SPRED programs with adults, nursing homes, in-home visits with the elderly, prison ministry, and hospital ministry. Includes chaplains.	✓		Required only one time for volunteers who do not work with minors	Vulnerable Adults Training (one-time training)*		✓
Non Employee/ Non Volunteer/ Contractor + Student Teacher	Persons who are not employed by the diocese or parishes/schools and who provide third-party/contractor services. The contractor must have a signed agreement with the diocese, parish, or school through the Office of Legal Services. Student teachers must provide a University Certification Statement.				Protecting God's Children and the three-year recertification		✓
Chicago Public Schools	Chicago Public School employees providing Title services in Catholic Schools.				Protecting All Children (one-time training)		✓
Minor Employee**	Paid persons under the age of 18 who are employed by and work directly for the diocese or parishes/schools. These persons select the "Employee" role in Virtus and are identified as minors by the dates of birth entered in Virtus.				Healthy Teens (one-time training)		Minors are given a copy of the ASB to review with their parents/guardians

Student Training

Every student (K–12) in schools and religious education programs must be offered training annually on sexual abuse prevention. More information about the student training requirement is available here: [Child/Youth Training](#).

Additional Notes

* Note that the completion of "Protecting God's Children" does not replace the completion of "Vulnerable Adults Training." Volunteers who work with minors **and** vulnerable adults must select both roles – Volunteer and Minister to Vulnerable Adults – and complete both training courses. Volunteers who only work with vulnerable adults should only select the role "Minister to Vulnerable Adults."

** Employees who are minors may not supervise other minors. Volunteers who are minors may create Virtus accounts at their respective pastor's discretion.



Office for the Protection of Children & Youth

VIRTUS REGISTRATION PROCESS FOR NEW REGISTRANTS

CREATING AN ACCOUNT

Please click on the following link to open this hyperlink:

virtusonline.org/virtus/reg_2.cfm?theme=o&org=18958

Or, click the green box labeled **FIRST-TIME REGISTRANT** or **ESPAÑOL: ACCESO O INSCRIPCIÓN** on the right side of the screen to begin registration.

Create your own User ID and Password that you can easily remember.

This is necessary for all accounts. This establishes your account with the VIRTUS System.

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 all the information requested on the screen.

Several fields are required, such as: First, middle and last name (**please use full, legal name**), email address, home address, city, state, ZIP, phone number, date of birth, and any additional names.

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 Coordinator to communicate with you.

Select the PRIMARY location with which you are associated by clicking the downward arrow and highlighting the location.

Note:

Please be mindful when choosing your location to be certain you choose whether you serve within a parish or school.

Next select all the role(s) that you perform at this location.

Note: Catechists should not select “Educator” as a role, as it will trigger fingerprinting requirement.

Note: Third-party contractors should select the “Non-Employee/Non-Volunteer/Contractor” role.

Note: Only employees of Chicago Public Schools who are providing title services in Catholic Schools should select the CPS role.

Please enter the title or function within your location.

Click **Continue** to proceed.

In this step, DO NOT select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer:

Location: (Please select)

[Continue](#)

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location:

☐ **Candidate for ordination**
All seminarians and candidates for the permanent diaconate. This role is only for MEN.

☐ **Chicago Public Schools**
This role is for Chicago Public School employees providing Title services in Catholic Schools.

☐ **Deacon**
A deacon is an ordained member of the clergy. Choose this role if you have been ordained a permanent deacon and serve as a deacon at a parish.

BEFORE SELECTING EDUCATOR
Read the description below
DO NOT select Educator if you do not meet the description
If you select Educator and do not meet the description it will delay your registration and may result in unnecessary charges to your parish or school.

☐ **Educator**
Catholic school salaried teachers, principals, and interim principals. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).

☐ **Employee**
Works for a parish, school or agency of the archdiocese; is paid or receives a stipend.

☐ **Minister to Vulnerable Adults**
SPRED volunteers who serve with participants who are chronologically 18 or above, Minister of Care, etc. Persons working and/or ministering to vulnerable adults in parishes, agencies or schools. If this is your only role, please do not select Volunteer.

☐ **Non-Employee/Non-Volunteer/Contractor**
Choose this option only if you are not working or volunteering with a Catholic parish, Catholic school or Pastoral Center-related agency or department, but with an agency that requires the training only (e.g., Catholic Charities, Misericordia, Mercy Home, Third-Party Contractors etc.)

☐ **Priest**
An ordained man, who has faculties in the Archdiocese of Chicago.

☐ **Student Teacher**
For all student teachers serving in any Archdiocese of Chicago schools.

☐ **Volunteer**
A volunteer serves in a variety of positions without pay or remuneration of any kind. Those who receive a stipend or any financial compensation are considered employees.

Please select any additional roles you perform at this location:

☐ **Catechist**
A person who teaches religion in a parish religious education program.

☐ **Coach**
A person who coaches a team. Assistant coaches are considered Coaches. Coaches must meet specific guidelines whether or not they are paid or volunteers.

☐ **DREICRE**
A certified person in charge of a parish's religious education program. Whether paid or a volunteer, specific compliance is required.

☐ **Scout Leader**
Adult leaders of Boy Scouts, Girl Scouts, Indian Guides or like youth associations.

☐ **Substitute Teacher**

☐ **Youth Minister**
Director of Youth Ministry at a parish or group of parishes. This person must be working with archdiocesan Office of Youth Ministry.

If you have a title please enter it below:
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

[Continue](#)

Your chosen location is displayed on the screen, along with the roles you selected. You may be associated with multiple locations, for example if you are employed by a school and you volunteer at a parish.

Select **YES** if you are associated with any additional locations.

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

You have chosen following locations and roles:

All Saints Parish (Niles)
• Volunteer

Pastoral Center (Chicago)
• Volunteer ✓

Are you associated with any other locations?

[Yes](#) [No](#)

Please read all the following three questions before answering:

Are you **employed** or **applying** for an employment position with an archdiocesan parish, school or Pastoral Center-related agency or department?

If employed, do you supervise employees?

Do you interact with, work with or come into contact with minors within an archdiocesan parish, school or Pastoral Center-related agency or department?

Do you interact with, work with or come into contact with vulnerable adults within an archdiocesan parish or Pastoral Center-related agency/department?

Click **Continue** to proceed.

Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency or department?
☐ Yes ☐ No
Do you interact with, work with or come into contact with minors within an Archdiocesan parish, school or Pastoral Center-related agency or department?
☐ Yes ☐ No
Do you interact with, work with or come into contact with vulnerable adults within an Archdiocesan parish or Pastoral Center-related agency/department?
☐ Yes ☐ No
Continue

VOLUNTEER REFERENCE CHECKS

Two references are required for new volunteers. (Employee references are checked through HR process.)

As a volunteer, please enter one professional reference and one personal reference. If you are not employed, please enter two personal references.

Click **Save** to proceed.

Reference 1 of 2 (Professional)	
If you are a volunteer and not employed, please provide a personal reference instead - for a total of two personal references.	
First	
Last	
Email	
Phone 1	Type:
Phone 2	Type:
Address	
Address 2	
City	
State	
Zip	
Relationship	
Years Known	
Save	

As a volunteer, please enter a personal reference.

Click **Save** to proceed.

Reference Saved	
Reference 2 of 2 (Personal)	
First	
Last	
Email	
Phone 1	Type:
Phone 2	Type:
Address	
Address 2	
City	
State	
Zip	
Relationship	
Years Known	
Save	

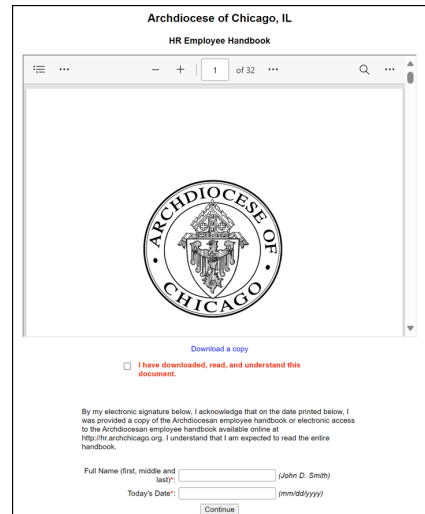
HR EMPLOYEE HANDBOOK

This requirement is **only** for all employees and those priests who oversee employees, as part of the Sexual Harassment Prevention Training requirement.

As an **employee** or **priests who oversee employees**, please review the **Employee Handbook** and acknowledge:

By my electronic signature below, I acknowledge that on the date printed below, I was provided a copy of the archdiocesan employee handbook or electronic access to the archdiocesan employee handbook available online at hr.archchicago.org. I understand that I am expected to read the entire handbook.

I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources department of the archdiocese at 312.534.5360 and request a hard copy of the handbook.

The screenshot shows a web browser window titled "Archdiocese of Chicago, IL HR Employee Handbook". The page features the Archdiocese of Chicago seal. Below the seal, there is a "Download a copy" link and a checkbox labeled "I have downloaded, read, and understand this document." Below this, a paragraph states: "By my electronic signature below, I acknowledge that on the date printed below, I was provided a copy of the Archdiocesan employee handbook or electronic access to the Archdiocesan employee handbook available online at http://hr.archchicago.org. I understand that I am expected to read the entire handbook." There are input fields for "Full Name (first, middle and last):" (with "John D. Smith" as an example) and "Today's Date:" (with "mm/dd/yyyy" as an example). A "Continue" button is at the bottom.

The Employee Handbook contains important information about the archdiocese, and I understand that I should consult the archdiocesan Human Resources department regarding any questions not answered in the handbook. Since the information, policies and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the archdiocese's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the archdiocese following any modifications to the handbook, I thereby accept and agree to such changes.

REQUIRED DOCUMENTS

Please review the following "Required Document" for clergy, employees and volunteers that serve with minors and respond:

CANTS (Child Abuse & Neglect Tracking System)

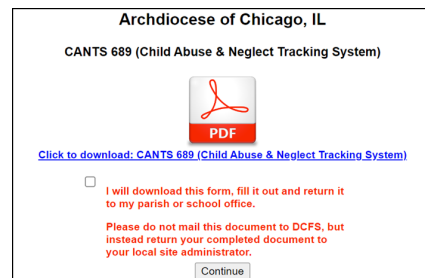
To proceed, please **Confirm** by checking the box:

I will download this form, fill it out and return it to my parish or school office.

Please do not mail this document to DCFS, but please return it to your site administrator.

This is an annual requirement which is re-prompted on July 1st every year for all employees and volunteers who serve with children and/or youth.

Site Administrators are responsible for gathering completed CANTS forms, sending them to DCFS, and entering the dates that they were completed in each person's VIRTUS account under the "Required Documents" tab.

The screenshot shows a web browser window titled "Archdiocese of Chicago, IL CANTS 689 (Child Abuse & Neglect Tracking System)". It features a PDF icon and a link that says "Click to download: CANTS 689 (Child Abuse & Neglect Tracking System)". Below this is a checkbox labeled "I will download this form, fill it out and return it to my parish or school office." Below the checkbox, a paragraph states: "Please do not mail this document to DCFS, but instead return your completed document to your local site administrator." A "Continue" button is at the bottom.

Please review the following “Required Document” for all clergy, employees and volunteers and respond:

Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct)

For the purposes of compliance, “Personnel” refers to clergy, employees and volunteers.

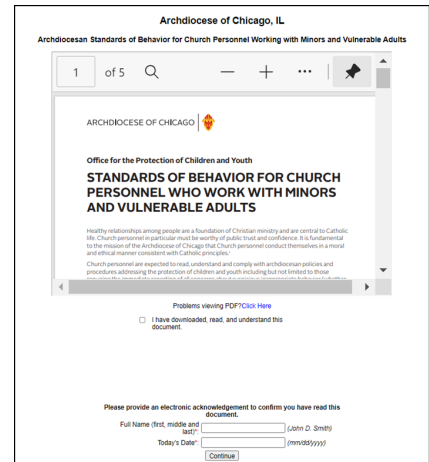
To proceed, please **Confirm** by checking the box:

“I have downloaded, read, and understand this document”

Please provide an electronic signature to confirm you have read and agree to this document and enter your full name and today's date.

Click **Continue** to proceed.

As of July 2020, the Code of Conduct is an annual requirement for all clergy, employees and volunteers.



Have you already attended a Protecting God's Children awareness session?

If you have **not** attended a VIRTUS Protecting God's Children session, choose **NO**.

Otherwise, choose **YES**.

Have you already attended a session?

YES

NO

If you chose NO during the previous step, please select the online or in-person session to complete.

If you chose **YES** during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor-led VIRTUS sessions conducted in the **Archdiocese of Chicago**. Choose the session you attended by clicking the downward arrow and highlighting the session – then click **Complete Registration**.



BACKGROUND CHECK

Please click the **Submit Background Check** button to continue with the submission of your background check within S2Verify.

Please then click the link: [Begin your background check](#). (You will submit your background check in the S2Verify System).

Users must follow all the prompts and links to enter a background check in the S2Verify System.

Background Check

You are required to have a background check.

All of your information is prepared and ready to send to s2verify-v2.

Please click the button below when you are ready to submit your information

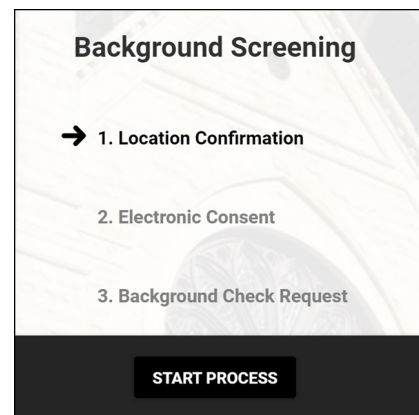
[Submit Background Check](#)

Background Check

The background check provider has received your information. Please click the link below to complete the process at their secure website.

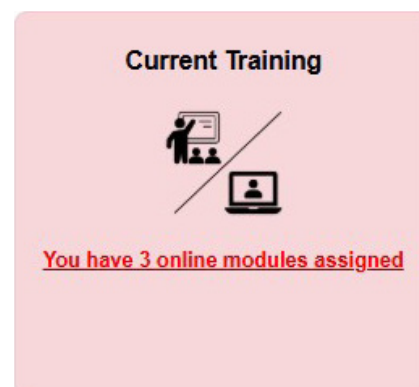
[Begin your background check](#)

Within the S2Verify system, please start the background check process.



TRAINING

If you selected online training, you will be led to complete the online training course(s) based on the role chosen.



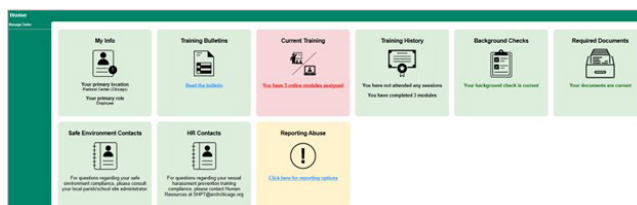
You will be presented with one or more of the following online training modules (see image).

Online Training Modules	
To begin your online training, please click the title of your assigned training:	
✓ Protecting God's Children 4.0 with Technology Expansion - Chicago	Assigned: 03/27/2025 Due: 04/10/2025
⚠ Recognizing And Reporting Child Abuse: Training For Mandated Reporters	Assigned: 03/17/2025 Due: 03/31/2025
✓ Vulnerable Adults 2.0 with Shelter Expansion	Assigned: 03/27/2025 Due: 04/10/2025

CHECKING YOUR COMPLIANCE

If one of the category boxes on your Home page appears red, you must complete the missing item(s). When the missing items are complete, the category box will turn green.

If a box appears in red within the Home tab, please click to take action or update as needed.



COMPLETING REGISTRATION

Thank you for completing the registration process!

State of Illinois
Department of Children and Family Services
AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking Systems (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: - - Gender: ☐ Male ☐ Female Race: _____

Current Address: _____
Street/Apt #

City State Zip

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____

Parish/School/Agency: _____

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

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.

Signed Date

Please type, use bold letters or label:

safekids@archchicago.org

Archdiocese of Chicago

Sarah Nemecek

P.O. Box 1979

Chicago, IL 60690-1979

(Submitting Agency Fax Number)
(Submitting Agency Email Address)
(Agency Name)
(Contact Person)
(Address)
(City/State/Zip)

Submit by mail OR fax OR email

Mail to: Department of Children and Family Services
406 E. Monroe - Station #30
Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: DCFS.ArchDio689@Illinois.gov



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