

## **VIRTUS® TRAINING-DECREE ON CHILD PROTECTION**

Dear Queen of Peace Parents:

In our continuing effort to maintain a safe environment for all children at our parish and school activities, **adults who are with children** are required to attend an Archdiocesan scheduled Virtus training session. These are available at many different locations. **You first must register online before you can attend a training session.** page information sheet with detailed instructions on how to register. Please make sure you select **Cincinnati, OH (Archdiocese)** as your organization and then you can begin the registration process.

All training sessions will now be known as VIRTUS® Child Awareness Sessions. **Each child Awareness Session will last 3 hours.**

**Per Archdiocesan mandate, no children under the age of 18 years and not yet graduated from high school will be admitted to these sessions.**

In addition you must complete a background check, which is a tab on the left hand side marked SELECTION.com. The cost is \$25.00 and Queen of Peace will reimburse you for the background check. Please email your receipt to Cheryl Hunt at [chunt@qphamilton.org](mailto:chunt@qphamilton.org).

Thank you in advance for your efforts in helping Queen of Peace have a safe environment in which our children can worship, work and play.

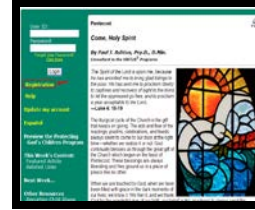
If you have any questions, please contact Mrs. Cheryl Hunt.

# Registration Instructions

Before attending a **live** session of **Protecting God's Children**, all participants **must** register with **VIRTUS Online**.

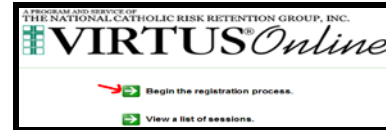
Go to <http://www.virtusonline.org>

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



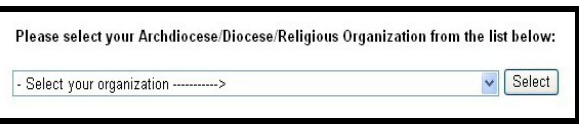
To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



**Choose** the name of your organization: **(Cincinnati (OH), Archdiocese)** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is selected, click **Select**.



**Create** a User ID and a Password you can easily remember. This is necessary for all participants. This establishes your account within your diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

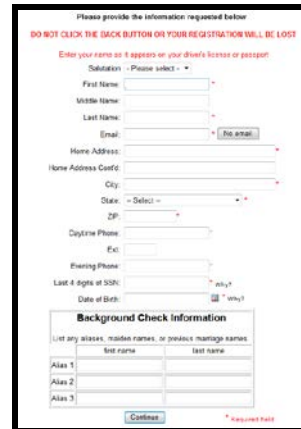
Click **Continue** to proceed.



**Provide** all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

Click **Continue** to proceed.

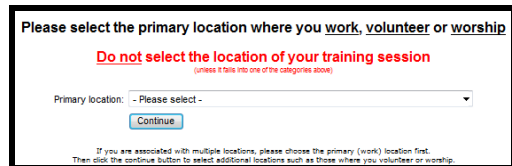
*\*If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).*



**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

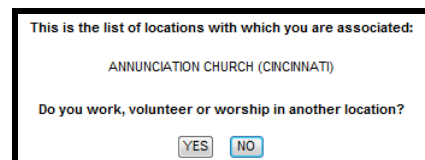
(Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)



**Your** selected locations are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

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



# Registration Instructions

Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the roles that you play within your diocese

Please check all that apply.

- Employee (Parish/Parchial)**  
Anyone who is employed by the parish, school or institution and is NOT certified by the Ohio Department of Education. For example: Cafeteria staff, Maintenance/Janitorial staff, Administrative staff, Past associates, Business Managers, Paid DRE / CRE, Paid CCD / PSR teachers
- Employee (Diocesan/Eparchial)**  
This is for employees of the Archdiocese of Cincinnati (locations only) - Cincinnati, Dayton and Sidney offices. Essential roles to a diocese of the Eastern Christian Church, of which there are no locations in the Archdiocese of Cincinnati.
- Volunteer**  
Anyone who volunteers at any Archdiocese of Cincinnati location: For example - Grade school coach - Parish coach - CCD/PSR teacher - Liturgical musician - Society - American Heritage Girls - Field trip chaperone - Festivals
- Priest**  
In addition to Archdiocese of Cincinnati priests, this includes all priests receiving faculties from other Dioceses and Religious Orders. This also includes priests who are in residence within the Archdiocese of Cincinnati.
- Deacon**  
Ordained Permanent Deacon only
- Candidate for ordination**  
Person currently attending classes for the priesthood at the Altarites in Cincinnati, the Priesthood College Jesuiticum in Columbus, or the Bishop Sheen Study Center Seminary in Marietta. This also includes Transitional Deacons and Parochial Vicars
- Educator**  
Anyone who is certified by the Ohio Department of Education to include: Elementary or high school teacher - Elementary or high school teacher aide or classroom aide - High school coach (paid or unpaid) - Paid activity supervisor (paid or unpaid) - Paid lunchroom or playground monitor - Student teacher - Substitute teacher

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Answer three YES/NO questions. Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes

No

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:  
**I have downloaded and read the Child Protection Decree and agree to its requirements**

Archdiocese of Cincinnati  
Child Protection Decree

Child Protection Decree Child Protection Decree, Spanish Child Protection Decree Brochure

I have downloaded and read the Child Protection Decree and agree to its requirements

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

Otherwise choose **YES**.

Have you already attended a Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children sessions scheduled for the **Archdiocese of Cincinnati**.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

(If you chose YES during the previous step, skip this step.)

Protecting God's Children for Adults

Where: ALL SAINTS (CINCINNATI)  
800 MONTGOMERY ROAD

When: Friday, April 20, 2012  
9:00 AM

Estimated length of session: 3 hrs  
Spaces remaining: 49 of 50

Language: This session will be conducted in English

Notes:

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Protecting God's Children for Adults

Where: CHANCELLORS OFFICE (CINCINNATI)  
100 EAST EIGHTH STREET

When: Monday, April 30, 2012  
8:00 AM

Estimated length of session: 3 hrs  
Spaces remaining: 46 of 50

Language: This session will be conducted in English

Notes:

If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been held in the Archdiocese of Cincinnati (starting June 2012). Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Please select the session you attended

-- Please select --

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

If you have additional questions about the registration process, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.