



# Diocese of Toledo

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## OFFICE OF CHILD & YOUTH PROTECTION AND VICTIM ASSISTANCE

"Pope Francis has made it clear that the Church  
must hold the protection of minors amongst her highest priorities."

Fr. Federico Lombardi, SJ

Dear Volunteers:

Thank you for your continued support of our parishes and schools. It is our sacred duty to protect the youth that attend our parishes and schools. With this in mind and our continued diligence toward a safe environment for our youth, the Diocese of Toledo implemented a new process of training and background checks for our employees and volunteers that became effective July 1, 2016.

As of July 1, 2016, all volunteers in our school and those in our parishes whose service brings them into contact with children are required to fulfill the following:

- 1) Read and Sign *Expectations for All those who Minister to Youth*
- 2) Complete a Social Security Number background check, completed by Selection.com
- 3) Complete a protecting youth program either online, *Protecting God's Children Online Awareness Session 3.0* or live workshop, *Protecting Youth and All Who Serve Them*

**All requirements are good for 5 years from the date of completion. The requirements must be renewed every 5 years.** All of these requirements may be fulfilled through the VIRTUS website.

**For those of you who are current or past volunteers,** you may already have all or some of these requirements fulfilled. All of our volunteers with background checks and protecting youth courses completed were uploaded into our VIRTUS database. **If you completed these requirements within the last 5 years, you are current for that particular requirement.**

**Please check with your parish/school Safe Environment Compliance Officer** to see if you currently have an account and if you are in need of updating any of your requirements.

Sincerely,

Jacqueline R. Maume  
Safe Environment Compliance Coordinator

## **IF YOU ARE A BRAND NEW VOLUNTEER,** start at

English: [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37396](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396)

Spanish: [https://www.virtusonline.org/virtus/sp\\_reg\\_1.cfm?theme=0%20](https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20)

There you will set up your account in VIRTUS. You will then complete all 3 components of the Protecting God's Children program on-line:

- 1) You will read and electronically acknowledge the Expectation Form,
- 2) Complete a social security number based background check through *Selection.com* {\$25)  
*-If you have lived outside of Ohio in the last 5 years there may be additional charges dependent on the county where you lived.*
- 3) Complete Protecting *God's Children On-line Awareness Session 3.0*

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**IF YOU ARE AN EXISTING VOLUNTEER** and have completed a protecting your course or had a BCI fingerprint background check submitted at any point in your volunteering, those records *should* have uploaded to the new VIRTUS system. Please check with your local Compliance Officer, Mr. Jim Floyd, at 419-885-5791 he/she will be able verify your account in VIRTUS and inform you what is needed for you to remain a volunteer.

If you find that your background check and Protecting Youth courses were completed within the last five years, you do not need to do anything else right now. Recertification is on a five year cycle.

If you find that the dates for your background check and Protecting Youth course are more than five years old, you are out of compliance and need to go to

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37396](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396) and renew your certification.

## Virtus New User Registration Instructions

- Kindly visit [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37396](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396) , and select Toledo ( Diocese).
- Create a User ID and Password you can easily remember. E-mail addresses are suggested for User IDs.
- Provide all of the information requested, including First, Middle, and Last Name, E-Mail Address, Home Address, City, State, ZIP, Phone Number, Last Four Digits of SSN, and Date of Birth. Click Continue.
- Select the Primary Location where you volunteer (St. Joseph, Sylvania). Click Continue.
- Your Selected Location(s) are displayed on the screen. Select Yes if you need to add secondary locations. Otherwise, select No if your list of locations is complete.
- Select the Roles that you serve at St. Joseph, Sylvania (i.e. Volunteer-School, Volunteer- Parish). Check all roles that apply.
- Enter your Title in the box that best describes your role at St. Joseph, Sylvania (School Volunteer, Room Mom, Hall Monitor, etc.). Click Continue.
- Select any Additional Roles that you are associated with at St. Joseph, Sylvania. Click Continue.
- Read the Expectations Form and provide your electronic signature and today's date. Click Continue.
- Select the Online Training you wish to complete (Protecting God's Children in English or Spanish).
- Click on Begin Background Check to be directed to the Selection.com Fastrax background check secure website. Click Enter Background Check Info.
- Complete the Steps within the background check process. The cost is \$25. Once you close the Fastrax screen ("x" in the corner), you will automatically be taken to the online training course.
- Click on the Green Circle to begin the Online Training. The course should take about 90 minutes. Upon completion, the last screen will allow you to print a certificate. You will be able to log back into your account and access the certificate.

If you have additional questions about Virtus Online training, please contact the Virtus Help Desk at 1-888-847-8870. Thank you! You may also contact Mr. James Floyd, Compliance Officer, at 419-885-5791, or [jfloyd@stjoesylvania.org](mailto:jfloyd@stjoesylvania.org). If you already volunteer at St. Joseph, Sylvania **and have previously fulfilled requirements for our Safe Environment Program**, contact Jim Floyd to verify current status. Re-certification is required every five years. Thank you for your patience and cooperation. Remember, this is about the safety of our children.