

**DIOCESE OF JOLIET**  
**OFFICE OF CHILD AND YOUTH PROTECTION COMPLIANCE REQUIREMENTS CHART**  
(revised July 11, 2023)

| VIRTUS Primary Role<br>(a user MUST have a Primary Role connected to their VIRTUS account)   | Possible VIRTUS Secondary role  | VIRTUS Account | Policy & Standards | CBC (finger-print) | CBC (name based)  | PGC & CE | Monthly bulletins | Ack. Form & MRT | Volunteer application | SHPT |
|--|---|----------------|--------------------|--------------------|-------------------|----------|-------------------|-----------------|-----------------------|------|
| Priest   |   | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Seminarian   |   | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Deacon   |   | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Candidate for ordination - studying to be a permanent deacon   |   | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Educator - salaried teachers, school administrators, and principals  |   | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Employee (Parish/Parochial) - paid for work done at a parish (those who work with minors/vulnerable adults) or school ( <u>all</u> school employees) | Employee: After School Staff<br>Employee: High School Coach<br>Employee: Substitute Teacher<br>Employee: Parochial School (paid school employee who does not fall under other listed secondary roles) | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |

| VIRTUS Primary Role Cont'd  | Possible VIRTUS Secondary role   | VIRTUS Account | Policy & Standards | CBC (fingerprint) | CBC (name based)  | PGC & CE | Monthly bulletins | Ack. Form & MRT | Volunteer application | SHPT |
|---|--|----------------|--------------------|-------------------|-------------------|----------|-------------------|-----------------|-----------------------|------|
| Employee (Parish/Parochial) cont'd - paid for work done at a parish (those who work with minors/vulnerable adults) or school ( <b>all</b> school employees)   | Employee: Religious Education or Youth Ministry<br><br>Employee: Musician (if working with minors/vulnerable adults) | ✓              | ✓                  | ✓                 | ✓<br>After 5 yrs. | ✓        | ✓                 | ✓               |                       | ✓    |
| Employee (Parish/Parochial) - paid for work done at a parish who do not work with minors/vulnerable adults  | Employee: Musician (if not working with minors/vulnerable adults)  | ✓              | ✓                  | ✓                 | ✓<br>After 5 yrs. | ✓        | ✓                 |                 |                       | ✓    |
| Employee (Diocesan/Eparchial) - paid for work done at diocesan office/agency (i.e., Blanchette Catholic Center) who do not work with minors/vulnerable adults |  | ✓              | ✓                  | ✓                 | ✓<br>After 5 yrs. | ✓        | ✓                 |                 |                       | ✓    |
|   |  |                |                    |                   |                   |          |                   |                 |                       |      |

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|---|---|----------------|--------------------|--------------------|-------------------|----------|-------------------|-----------------|-----------------------|------|
| Non-employee/Non-volunteer/Contractor - not a Diocese of Joliet employee or volunteer, but with an agency that requires the Protecting God's Children training (i.e., Catholic Charities, Buck Services, The Cleaning Company, Lewis University, University of St. Francis, etc.) |   | ✓              |                    |                    |                   | ✓        |                   |                 |                       |      |
| Non-employee/Non-volunteer/Contractor – not a Diocese of Joliet employee or volunteer, but a college or university student placed in a diocesan parish/school (includes any student teacher, student observer, student with a field placement, student intern, etc.)              | Student teacher/student observer/field placement/intern   | ✓              | ✓                  | ✓                  |                   | ✓        |                   | ✓               |                       | ✓    |
| Non-employee/Non-volunteer/Contractor - third-party contractors working with minors and/or vulnerable adults  | Independent Contractor  | ✓              | ✓                  |                    | ✓                 | ✓        |                   | ✓               |                       | ✓    |
| Non-employee/Non-volunteer/Contractor   | School of spiritual direction student (adult Catholic who is studying to be a spiritual director) | ✓              | ✓                  | ✓                  | ✓<br>After 5 yrs. | ✓        |                   |                 |                       | ✓    |

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|--|---|----------------|--------------------|--------------------|------------------|----------|-------------------|-----------------|-----------------------|------|
| Volunteer* – school board members  | <b>Volunteer: School board member</b>   | ✓              | ✓                  |                    | ✓                | ✓        |                   | ✓               |                       |      |
| Volunteer* - persons not paid for work at parish or school in <i>repetitive role</i>   | <b>Volunteer: Coach</b><br><b>Volunteer: JDCCS/badges/JDCCS event facilitator</b> (members of the Joliet Diocese Catholic Committee on Scouting (JDCCS), religious recognition advisors (i.e., Catholic scouting badges/medals/awards), and volunteers helping to facilitate JDCCS events)<br><b>Volunteer: Religious Education or Youth Ministry</b> (includes catechists, chaperones for mission or youth ministry trips, adult peer leaders) | ✓              | ✓                  |                    | ✓                | ✓        |                   | ✓               | ✓                     |      |
| Volunteer* - persons not paid for work at parish or school in <i>non-repetitive role</i> (i.e., field trip chaperone)                          | <b>Volunteer: Knights of Columbus</b><br><br><b>Volunteer: Parochial School</b><br><br><b>Volunteer: Parish</b> (includes ministers of care)  | ✓              | ✓                  |                    | ✓                | ✓        |                   |                 |                       |      |
| <b>Outside volunteer: Scouting</b> – adults who volunteer with boy, cub, or girl scout troops that have a facility use agreement with a parish |   | ✓              |                    |                    |                  | ✓        |                   |                 |                       |      |

**\*All with a Primary Role of Volunteer MUST also have a Secondary Role in their VIRTUS account**

**COMPLIANCE REQUIREMENTS FOR HIGH SCHOOL STUDENTS  
(under the age of 18)**

| VIRTUS Primary Role            | VIRTUS Secondary Role   | Virtus Account | Healthy Relationships 2.0 | Volunteer application | SHPT |
|--------------------------------|---|----------------|---------------------------|-----------------------|------|
| Volunteer                      | Volunteer: Parochial School<br>Volunteer: Parish  | ✓              | ✓                         | ✓                     |      |
| Employee<br>(Parish/Parochial) | Employee: Parochial School*<br>Employee: Parish*<br><br>*At minimum, minor employees must be 16 years old | ✓              | ✓                         |                       | ✓    |

**NOTES:**

**VIRTUS Account** – must register for VIRTUS account before ministering/employment/volunteering at <http://www.virtusonline.org>

**Policy & Standards** – [DOJ Policy Regarding Sexual Abuse of Minors and Vulnerable Adults \(revised 2021\)](#) and [DOJ Standards of Behavior \(revised 2021\)](#) – must review before ministering/employment/volunteering

- ➔ Will be prompted to complete via VIRTUS
- ➔ Standards of behavior to be reviewed annually via a user’s VIRTUS account

**CBC (fingerprint)** – Criminal Background Check done via fingerprinting through Accurate Biometrics – must submit to before ministering/employment

- ➔ Instructions will be provided by local administrator at location (parish/school/diocesan office or agency) where user is to minister
- ➔ After 5 years, must submit to name-based background check
  - ❖ Will be prompted to complete background check release form via VIRTUS

**CBC (name-based)** – Criminal Background Check done via name-based background check through Selection.com Fastrax prior to volunteering

- ➔ Will be prompted to complete background check release form via VIRTUS

**PGC & CE** – VIRTUS Protecting God’s Children (PGC) for Adults training & Continuing Education (CE) – PGC must be taken before ministering/employment/volunteering; a new CE is assigned to active users’ VIRTUS accounts every three years and must be completed within 14 days of being assigned

- ➔ Will be prompted to take online PGC training during the VIRTUS registration process (if user has not already taken a PGC training); record of completed training is automatically populated into a user's VIRTUS account
- ➔ Will receive an email to the email address connected with their VIRTUS account to notify of online CE training assigned to their account; record of completed training is automatically populated into a user's VIRTUS account

**Monthly bulletins** – VIRTUS monthly bulletins – must read post ministering/employment

- ➔ Will be prompted to read bulletins via VIRTUS

**Ack. Form (Acknowledgement of Mandated Reporter Status) & MRT (Mandated Reporter Training)** –

Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status (form for clergy is [CANTS 22A](#); form for laity is [CANTS 22](#)) – must read, sign and submit to location's local administrator before service

- ➔ Will be prompted to complete via VIRTUS
- ➔ Print out signed acknowledgement and provide a copy to your local administrator

Illinois Department of Children and Family Services Mandated Reporter Training (**MRT**) requirement – must take within 3 months of service and re-certification training every 3 years thereafter

- ➔ Will be prompted to complete via VIRTUS
- ➔ Provide a copy of the certificate of completed training to your local administrator

**Adult Volunteer Application – must complete before volunteering**

For those adults serving in repetitive roles with minors and/or vulnerable adults (i.e., coaches, scout leaders, catechists, non-paid youth ministers, etc.) –

[Adult Volunteer Application](#)

- ➔ User to print out application from their VIRTUS account by clicking on the “Required Documents” box in their “Home tab”
- ➔ User to complete application and return to their supervisor or location's local administrator

**Minor Volunteer Application – must complete before volunteering**

For high school students (under the age of 18) who serve as volunteers with other minors in grades younger than high school – [Application Form for](#)

[Minors Serving as Volunteers](#)

- ➔ User to print out application from their VIRTUS account by clicking on the “Required Documents” box in their “Home tab”
- ➔ User to complete application and return to their supervisor or location's local administrator
- ➔ Includes instruction by staff/adults of the content of Diocese of Joliet's Standards of Behavior for Those Working with Minors and Vulnerable Adults

**SHPT – Sexual Harassment Prevention Training**

- ➔ Required to be completed annually by all employees, clergy, independent contractors, and student teachers/student observers/field placement/interns, school of spiritual direction students; record of completed training is automatically populated into a user's VIRTUS account

**Healthy Relationships 2.0** – VIRTUS Healthy Relationships for Teens 2.0 – for high school students (under the age of 18) who serve as volunteers with other minors younger than high school or are employees - must take before volunteering or employment

- ➔ Will be prompted to take this online training via VIRTUS; record of completed training is automatically populated into a user's VIRTUS account

**Once a high school student serving as a volunteer turns 18, the user must log onto VIRTUS, update their roles (if necessary), and complete compliance requirements for an adult.**

**When a VIRTUS user, adult or minor, concludes his or her service at a particular site, either the user or the local administrator must go to that user's VIRTUS account to the "Roles" box and enter the "End" date for the respective site.**