

**DIOCESE OF JOLIET**  
**OFFICE OF CHILD AND YOUTH PROTECTION COMPLIANCE REQUIREMENTS CHART**  
(revised May 20, 2024)

VIRTUS Primary Role (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		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
Seminarian		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
Deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
Candidate for ordination - studying to be a permanent deacon		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
Religious brother		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
Educator - salaried teachers, school administrators, and principals		✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger-print)	CBC (name based)	PGC & CE*	Monthly bulletins	Ack. Form & MRT	Volunteer application	SHPT
Employee (Parish/Parochial) - paid for work done at a parish (those who work with minors) or school ( <u>all</u> school employees)	Employee: After School Staff	✓	✓	✓	✓ After 5 yrs.	✓	✓	✓		✓
	Employee: High School Coach									
	Employee: Substitute Teacher									
	Employee: Parochial School (paid school employee who does not fall under other listed secondary roles)									
	Employee: Religious Education or Youth Ministry									
Employee (Parish/Parochial) - paid for work done at a parish who do not work with minors	Employee: Musician (if not working with minors/vulnerable adults; local administrator to add secondary role of Mandated Reporter)	✓	✓	✓	✓ After 5 yrs.	✓ *PGC only	✓			✓
	Spiritual director (an adult Catholic who accompanies another adult as a spiritual guide)									

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger-print)	CBC (name based)	PGC & CE*	Monthly bulletins	Ack. Form & MRT	Volunteer application	SHPT
Employee (Diocesan/Eparchial) - paid for work done at diocesan office/agency (i.e., Blanchette Catholic Center) who do not work with minors/vulnerable adults		✓	✓	✓	✓ After 5 yrs.	✓ *PGC only	✓			✓
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.)		✓				✓ *PGC only				
Non-employee/Non-volunteer/Contractor – not a Diocese of Joliet employee or volunteer; a college or university student placed in a diocesan parish/school (includes student teacher, student observer, student with a field placement, student intern, etc.)	Student teacher/student observer/field placement/intern	✓	✓	✓		✓		✓		✓

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger-print)	CBC (name based)	PGC & CE*	Monthly bulletins	Ack. Form & MRT	Volunteer application	SHPT
Non-employee/Non-volunteer/Contractor - third-party contractors working with minors and/or vulnerable adults	<b>Independent Contractor</b>	✓	✓		✓	✓		✓		✓
Non-employee/Non-volunteer/Contractor	<b>School of spiritual direction student</b> (adult Catholic who is studying to be a spiritual director)	✓	✓	✓	✓ After 5 yrs.	✓				✓
Non-employee/Non-volunteer/Contractor	<b>Spiritual director</b> (an adult Catholic who accompanies another adult as a spiritual guide)	✓	✓		✓	✓				✓
Volunteer* – school board members <b>*MUST also have a Secondary Role in their VIRTUS account</b>	<b>Volunteer: School board member</b>	✓	✓		✓	✓		✓		

VIRTUS Primary Role Cont'd	Possible VIRTUS Secondary role	VIRTUS Account	Policy & Standards	CBC (finger-print)	CBC (name based)	PGC & CE*	Monthly bulletins	Ack. Form & MRT	Volunteer application	SHPT
<b>Volunteer*</b> - persons not paid for work at parish or school in <i>repetitive role</i> <b>*MUST also have a Secondary Role in their VIRTUS account</b>	<b>Volunteer: Coach</b>  <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)  <b>Volunteer: Religious Education or Youth Ministry</b> (includes catechists, chaperones for mission or youth ministry trips, adult peer leaders)	✓	✓		✓	✓		✓	✓	
<b>Volunteer*</b> - persons not paid for work at parish or school in <i>non-repetitive role</i> (i.e., school field trip chaperone) <b>*MUST also have a Secondary Role in their VIRTUS account</b>	<b>Volunteer: Knights of Columbus</b> <b>Volunteer: Liturgical minister</b> (includes ministers of care - requires CE) <b>Volunteer: Parochial School</b> (requires CE) <b>Volunteer: Parish</b>	✓	✓		✓	*CE for ministers of care & parochial school volunteers				
<b>Outside volunteer: Scouting</b> – adults who volunteer with boy, cub, or girl scout troops that have a facility use agreement with a parish		✓				*PGC only				

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 Volunteer: Parish	✓	✓	✓	
Employee (Parish/Parochial)	Employee: Parochial School* Employee: Parish*  *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 by Church Personnel \(revised 2023\)](#) and [DOJ Standards of Behavior for Those Working with Minors and Vulnerable Adults \(revised 2023\)](#) – must review before ministering/employment/volunteering

➔ Will be prompted to complete via VIRTUS

**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; roles with CE requirement will be 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 Mandated Reporter Training (MRT) – Recognizing and Reporting Child Abuse: Training for Mandated Reporters through the Illinois Department of Children and Family Services' Virtual Training Center – must take within 3 months of service and re-certification training every 3 years thereafter

- ➔ Will be prompted to complete via VIRTUS; record of completed training **is automatically populated into a user’s VIRTUS account**
  - **NOTE:** This compliance requirement may also be satisfied by providing the location’s local administrator with a certificate of completion of any other MRT in accordance with the following criteria from the Illinois Department of Children and Family Service’s Manual for Mandated Reporters, “The mandated reporter training shall be provided through the Department, through an entity authorized to provide continuing education for professionals licensed through the Department of Financial and Professional Regulation, the State Board of Education, the Illinois Law Enforcement Training Standards Board, the Department of State Police, or through an organization approved by the Department to provide mandated reporter training...”

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

For those adults serving in repetitive roles with minors and/or vulnerable adults (i.e., coaches, catechists, JDCCS, 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 volunteer with minors in grades younger than them – [Minor 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
- ➔ Instruction by adult staff 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, certain independent contractors, student teachers/student observers/field placement/interns, school of spiritual direction students, and spiritual directors; 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 minors in grades younger than them or who 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
- ➔ Training is only available in English
- ➔ Lesson plan is available in Spanish. Please contact OCYP at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org) for more information.

**Once a high school student serving as a volunteer turns 18, the user or local administrator must go to that user’s VIRTUS account to update their Role(s) (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.**