

**Office for the Protection of Children and Youth
September 2008**

COMPLIANCE EXPECTATIONS

ALL SCHOOL EMPLOYEES		
BACKGROUND CHECK /FINGERPRINTING	Complete eApps application and submit to digital fingerprinting before first day of work	Online at www.archchicago.org Accurate Biometrics
VIRTUS/PROTECTING GOD'S CHILDREN	Within 3 months of being hired. Certificate of attendance kept on site in personnel file.	Online registration required. Sessions held in parishes across the archdiocese. (Every parish should have a trained facilitator.)
CODE OF CONDUCT	Read and sign at time of hire. Signed acknowledgement form kept on site in personnel file.	Online at www.archchicago.org
CANTS	Complete form and submit at time of hire. Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield.	Online at www.archchicago.org
Mandated Reporter Training (All school employees are mandated reporters.)	Current employees complete by June 2009. Beginning with 2008-2009 school year new employees shall attend the training before the end of school year for which they are hired.	Sessions held across the archdiocese. (Mandated Reporter training sessions can be requested for groups of 100 or more.)

PARISH/SCHOOL VOLUNTEERS (AND PARENTS) WHO WORK WITH CHILDREN		
BACKGROUND CHECK	Complete eApps application and submit before being assigned as a volunteer	Online at www.archchicago.org
VIRTUS/PROTECTING GOD'S CHILDREN	Within 3 months of beginning volunteering. Certificate of Attendance kept on site in personnel file.	Online registration required. Sessions held in parishes across the archdiocese. (Every parish should have a trained facilitator.)
CODE OF CONDUCT	Read and sign at time of beginning volunteering. Signed acknowledgement form kept on site in personnel file.	Online at www.archchicago.org
CANTS	Complete form and submit at time of beginning volunteering. Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield.	Online at www.archchicago.org

PRIESTS/DEACONS/(CANDIDATES FOR ORDINATION)

BACKGROUND CHECK	Upon entrance into the seminary/deaconate formation or upon arrival in the Archdiocese	Online at www.archchicago.org
VIRTUS/PROTECTING GOD'S CHILDREN	In seminary, diaconate formation or within 3 months of assignment in the Archdiocese	Online registration required. Sessions held in parishes across the archdiocese
CODE OF CONDUCT	In seminary, diaconate formation, or upon arrival in the Archdiocese	Online at www.archchicago.org
CANTS/Child Abuse and Neglect Tracking System Form	In seminary, diaconate formation or upon arrival in the Archdiocese	Online at www.archchicago.org
MANDATED REPORTER TRAINING	In seminary, diaconate formation or upon arrival in the Archdiocese. (All priests in parishes complete by June 2009.	Sessions held across the archdiocese

PASTORAL CENTER EMPLOYEES

BACKGROUND CHECK	Complete eApps application before first day of work	Online at www.archchicago.org
VIRTUS/PROTECTING GOD'S CHILDREN	Within 3 months of being hired Certificate of Attendance kept on site in personnel file	Online registration required. Sessions held in parishes across the archdiocese
CODE OF CONDUCT	Read and sign at time of hire	Online at www.archchicago.org

Note: Pastoral Center employees who volunteer with children in parishes or agencies must also complete the CANTS form and attend Mandated Reporter training.

PARISH EMPLOYEES

BACKGROUND CHECK	Complete eApps application before first day of work	Online at www.archchicago.org
VIRTUS/PROTECTING GOD'S CHILDREN	Within 3 months of being hired Certificate of Attendance kept on site in personnel file	Online registration required. Sessions held in parishes across the archdiocese (Every parish should have a trained facilitator.)
CODE OF CONDUCT	Read and sign at time of hire Signed acknowledgment form kept on site in personnel file.	Online at www.archchicago.org
CANTS (All parish employees working with children)	Complete form and submit at time of hire Copy of completed form kept on site in personnel file. Original mailed to DCFS in Springfield.	Online at www.archchicago.org
MANDATED REPORTER TRAINING (All parish employees working with children)	In 2008 or 2009 for those required	Sessions held across the archdiocese