How to Register as a Host Parent for our International Student Program
(Registration, Video, Background Check)

Welcome to the Diocese of Davenport. Thank you for agreeing to work or volunteer with children and or vulnerable adults in our diocese. In our diocese we require all those working and volunteering with children and vulnerable adults to complete our video training program sponsored by VIRTUS. Everyone over the age of 18 is required to complete a background check. If you work with money in addition to working with minors or vulnerable adults you will also process a credit check through a secure website called ESR.

At each parish/school we have a Safe Environment Local Designee and they are authorized to view your account in VIRTUS. This is to ensure you stay in compliance with diocesan policy. Each school/parish can require additional training if they so choose. Please contact the SE Local Designee prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Tablets and Phones. DO NOT USE BROWSER BACK BUTTON, it will assign multiple videos and or not allow you access to your account.

Please follow the instructions and print screens below to help you complete the registration, video and background and or credit check process. If you skip a step you will not be able to advance until the prior step is completed.

If you come from another diocese that uses VIRTUS we can try to transfer your training from your previous diocese to our diocese, you will still REQUIRED to process a new background and or credit check and agree to our policies. Upon review of your account we will decide what additional training needs to be completed to meet our diocesan requirements. Please contact your local designee with questions.

Please allow enough time with no interruptions in order to complete this successfully - approximately 30 minutes for the video and approximately 10-30 minutes for the background and or credit check. The time for processing also depends on your internet connection.

Let’s get started!
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Open the internet with one of the approved browsers (Google Chrome, FireFox) and go to www.virtus.org.

This is the 1st screen you should see.

STEP 1:

If you have never done VIRTUS before, click here. If you have done VIRTUS previously STOP and talk to your local designee!

Begin the registration process.

View a list of sessions.

Click here to watch a brief tutorial on the pre-registration process
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If you are not working or volunteering in the Diocese of Davenport, please contact your local Diocese to receive the proper requirements or please click here to select your diocesan/organization location.

Create a User Id and Password, please write it down. Then Continue.

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 8 characters long.

Important note about selecting passwords
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Select the location that is your primary location. Use the arrow to get a full list of locations. Then Click “Continue”

Put in ALL your information here. It will not advance if you don’t complete all * areas. If you have a nickname or alias’ please list that as well. Use your legal name as this will autofill during the background check process.

This information will not be visible to anyone within the diocese.
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Please select the primary location where you work or volunteer.

Location: Davenport - Chancery Office (Davenport)

Please select all of the roles that you perform at this location

- Candidate for ordination
  seminarians, candidates for the seminary, and candidates for the diaconate
- Deacon
  Mee who have been ordained to the Order of Deacon and serve in that capacity within the Diocese of Davenport. This includes Deacons who are retired.
- Educator
  School teachers and substitute teachers in the Catholic Schools of the Diocese of Davenport who are licensed by the Iowa Board of Educational Examiners. This Role is NOT for Catechists in Parish Religious Education Programs. They should use the volunteer role. Ex. salaried teachers, principals, and administrators.
- Employee (Diocesan/Eparchial)
  This would be for person who work as Chancery Staff.
- Employee (Parish/Parochial)
  All paid persons for their work they do for their parish or school such as: parish ministers, school support staff, coaches, rectory personnel, etc.
- Priest
  Religious order or diocesan priests in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments).
- Volunteer
  ALL volunteers (non-paid) who assist the parish/school including school coaches (if a coach is a also a catholic school teacher they need to select Educator), catechists, school and parish volunteers, chaperones, scouts, camp helper, eucharistic minister, faith formation teacher, student teacher, parent, etc.
- AD/Coach - Employed
  A paid person who teaches and trains athletes or members of a sports team and makes decisions about how the team plays during games.
- AEA Employee/Para Educator
  Person that is employed by the AEA or public school system but functions in our schools assisting students and staff. Not required to do PGC training or background check if school verifies it documented. DO NOT COUNT IN AUDIT.
- Admin Assist/Secretary/Receptionist - Parish
  A person who provides various kinds of administrative support to people and groups in the parish.
- Admin Assist/Secretary/Receptionist - School
  A person who provides various kinds of administrative support to people and groups in the school.
- Aide (employed)
  An employee working with children and teacher as an assistant.
- Aide (volunteer)
  A person who volunteers to assist a teacher in a classroom.
- Altar Server
  An altar server is a lay assistant to a member of the clergy during a religious service. A boy or girl who assists the celebrant in a liturgical service.
- Altar and Rosary
  This person could handle money, if so they need a credit with their normal background check.
- Before/After Care (employed)
  You paid to watch minors before and or after school.
- Before/After Care (volunteer)
  You volunteer to watch minors before and or after school.
- Bishop of the Diocese of Davenport
- Bus Driver (employed)
  A person that drives a school bus owned and operated by the school. Not a public school bus driver.
- Business Mgr/BookKeeper/Finance
  A person whose job it is to keep the financial records.
- Candidate for Ordination - Deacon (DFP)
  This person has been accepted into the the DFP Program for the Diocese.
- Candidate for Ordination - Seminarian
  This person has been accepted into the Seminary Program for the Diocese.
- Catechist/Faith Formation Teacher K-12
  A teacher who’s role is to teach the Faith of the Catholic Church by both word and example. K-12 students.

You will be required to put in your role for each location you are employed or volunteer.

This information is required to continue: 1st section is 7 options before the divider line.

This is a shorten list but you will need to select all that apply below the gray divider line and then click “continue”
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This is a shortened list but you will need to select all that apply below the gray divider line and then click "continue".

- Tutus Tuus Volunteer
  - This person volunteers to work with youth during the Tutus Tuus program held on parish/school grounds.

- Usher

- VAC (Victims Assistance Coordinator)
  - This person is designated by the Bishop to work with abuse victims.

- Vacation Bible School Volunteer
  - A person who volunteers to help during a week of VBS at the parish with minors.

- Volunteer NOT working with Vulnerable Adults
  - A person that is volunteering in a school or parish for services performed at the entity but NOT working around vulnerable adults.

- Volunteer NOT working with minors
  - A person that is volunteering in a school or parish for services performed at the entity but NOT working around minors.

- Volunteer working with Vulnerable Adults
  - A person that is volunteering in a school or parish for services performed at the entity working around vulnerable adults.

- Volunteer working with minors
  - A person that is volunteering in a school or parish for services performed at the entity working around minors.

- Working with money - alone
  - This could be counting money after mass, taking deposits, acnp volunteer, etc. any position working with monies.

- Working with money - not alone (group)
  - This could be counting money after mass, taking deposits, acnp volunteer, etc. any position working with monies.

- Youth Events: NCYC/COR/Quest
  - A person that has agreed to chaperone and/or monitor students during a specific diocesan and/or parish sponsored youth function.

- Youth Minister
  - A person that leads young adults in faith groups, community and learning.

- Youth Ministry Assistant (volunteer)
  - A person that is not the Youth Minister but assists the YH with duties.

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.

Title or Position of Service:

Continue

For each role, please indicate the date you began or will begin service.

If you are unsure of the exact date, please estimate to the best of your ability.

Davenport - Chancery Office

<table>
<thead>
<tr>
<th>Role</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic School Teacher</td>
<td>10/22/2019</td>
</tr>
<tr>
<td>Educator</td>
<td>10/22/2019</td>
</tr>
</tbody>
</table>

Continue

This is an example of what I choose to show you how to put in the right info.
For each role you selected above, you will need to add the start date of when you started or plan to start in the “Start Date” area. You will click on the calendar to the right or you can enter the dates. Then “continue”.

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You have chosen following locations and roles:

Davenport - Chancery Office (Davenport)
- Catholic School Teacher
- Educator

Are you associated with any other locations?

Yes  No

If you select YES you will see the next screen and you will repeat the process as you did above.

If you select NO, go to the next picture insert.

Please select another location where you work or volunteer.

Location:
- Please select -
  * Candidate for Ordination - Deacon
  * Candidate for Ordination - Seminarian
  * NCYC/Overnight Functions
  Albia - St Mary Church (Albia)
  Bettendorf - Lourdes Catholic School (Bettendorf)
  Bettendorf - Our Lady of Lourdes Church (Bettendorf)
  Bettendorf - St John Vianney Church (Bettendorf)
  Bettendorf - St John Vianney Preschool (Bettendorf)
  Bloomfield - St Mary Magdalen Church (Bloomfield)
  Blue Grass - Saint Andrew Church (Blue Grass)
  Brooklyn - St Patrick Church (Brooklyn)
  Burlington - Divine Mercy (Burlington)
  Burlington - Notre Dame Schools (Burlington)
  Burlington Religious Education (located at ND) (Burlington)
  Camanche - Church of the Visitation (Camanche)
  Centerville - St Mary Church (Centerville)
  Charlotte - Assumption and Saint Patrick Church (Charlotte)
  Clinton - Prince of Peace Catholic School (Clinton)

If you answered NO to above question you will see this box. Select YES or NO. (If you are a potential hire please select YES)

Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity or are you applying for employment in the Diocese of Davenport?

Yes  No

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This screen will either show “Employee” or “Volunteer” just depends on how you answered the previous question. Select one of the following if it applies. This is what generates a “credit check”. Then click “continue”

---

Do you interact with, work with or come into contact with minors of the Diocese of Davenport?
- Yes
- No

Do you interact with, work with or come into contact with vulnerable adults of the Diocese of Davenport?
- Yes
- No

Are you a minor (under the age of 18)?
- Yes
- No

---

Please answer the next 3 questions. This triggers the type of video training you will be assigned. If you do not answer YES to any of these questions you will NOT be assigned video training.
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You need to acknowledge that you read the Diocesan Policies. You can do this by clicking on the PDF Link, this will open up in a new screen. You can then print the full document 63 pages or read this online. Also the local school or parish should have a hard copy you may read as well. When done reading the policies you will go back to your screen that looks like the picture and click on the gray bar.

Diocese of Davenport
Policies Relating to Sexuality and Personal Behavior

Safe Environment Program Acknowledgment Form

The Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport requires that all clergy, all employees, and all volunteers who have regular unsupervised contact with children, understand and agree to comply with its terms. The Policies Relating to Sexuality and Personal Behavior Policy applies to all parish, school, and diocesan entities. This form acknowledges that I have received the Policies Relating to Sexuality and Personal Behavior, either in its online format or in hard copy, revised and published in March of 2016, including:

- Agreement to comply with the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport
- Abide by the Code of Ethical Standards for those ministering on behalf of the Church
- Undergo an employee or volunteer background check, initiated by the Diocese of Davenport
- Participate in a VIRTUS® Online session (Protecting God’s Children for Adults) and its continuing education components, if I am required by policy to do so

I understand and agree that my employment and/or volunteer work for the Diocese of Davenport and any diocesan entity is contingent on compliance with the diocesan safe environment policies, procedures and requirements.

I have downloaded and read the Policies Relating to Sexuality and Personal Behavior and agree to the requirements.

You will then see a thank you screen and then it will direct you the training video.
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STEP 2:
You will be redirected to the video training. The video assigned may not look like the one listed below. Depending on who you work or volunteer with you might have a different named training module. Just click on that link as well to start.

In a pop-up window you will start the training or you might receive an message that says “click to enable Adobe Flash Player” then you will see a small pop up window that asks you to Allow or Block. You want to “allow” or you won’t get the video.
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Welcome to the Protecting God’s Children® Maltreatment Awareness Session combined with the Vulnerable Adult Training.

This module is constructed around multiple-choice case study questions that apply and reinforce certain principles that further the goals of the program. After you select an answer to each pre-assessment question, you will be prompted to read an overview of the relevant issues addressed in the question. Then, you will see the same question, again, and be prompted to either accept your original answer, or to change your answer based on the information provided.

Each wrong answer will provide additional background information designed to help you select the correct answer.

Time investment: It will take approximately 70-80 minutes to complete the training. There are 8 lessons (five minutes each) regarding the maltreatment of children, and 5 lessons (five minutes each) regarding vulnerable adults. At the end, there is an additional short lesson regarding diocesan-specific material.

Please note, for optimal viewing, please do not attempt to “fast forward” any of the videos or lessons, as it can compromise the progression of the video. While it is best to complete the training within one sitting, if you must pause and finish your session early, then simply log out of your account. When you’re ready to complete your training, log back into your account and click on your Training tab. When you click on the training again, it will bring you back to the beginning of the lesson that was left incomplete.

Now, let’s begin with the first question.

Protecting God’s Children® Maltreatment 3.2 & Vulnerable Adults Combined

You will see the video page open in a pop-up window. You might have to allow pop-ups on your system in order to complete the video training.

Click on “click here to start”

You will choose an answer and then click “submit answer”

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After the video you will be given the opportunity to change your previous answer. If you are ok with your answer click "submit answer".
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Congratulations on completing this required safe environment training!

Please note: If you would like to review the abuse reporting requirements within your state, or access information on how (and what) to report, please click here: https://www.virtusonline.org/virtus/Abuse_Reporting.cfm

(Please close this window.)

CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION

CLICK HERE TO CLOSE THIS WINDOW

You can print your certificate if needed, our locations don’t require a hard copy of this anymore.

*If you leave the program and have to come back to do the video, you need to login at www.virtus.org with your user id and password, the program will not let you advance until you have finished the video training.

**The Diocesan Safe Environment Coordinator will then activate your account for the local entity to see your information.
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***You will receive an email that tells you have says

This is an automated email message. Please do not reply.
New Person 2019 New Person 2019:

You have successfully registered for a VIRTUS training session.
Your User ID is: Your info will show here
If you do not remember your password, click the "Need login information?" link at www.virtus.org – or contact your local school/parish coordinator and they can reset the password for you. A list can be found on your website if you don’t know who that is:

We no longer provide on-site training. We only offer online training.

If you have not been assigned the proper training please contact myself at your earliest convenience. I will manually assign the training to you.

Your VIRTUS Online Coordinator is:
Virginia Trujillo, trujillo@davenportdiocese.org
563-888-4230

When your account has been activated by the Diocesan Safe Environment Coordinator you will receive an email like this.

*** This is an automated email message. Please do not reply. ***
Your User ID here:
Your VIRTUS Online account has been activated.

Your user id is: yours will show up here
If you do not remember your password, click the "Need login information?" link at http://virtus.org, *this takes some time so it is best to contact your local school/parish coordinator and they can help you with this.
You may log in to your account by visiting http://virtus.org

If you have any questions, please contact your system administrator.
Your system administrator is: Virginia Trujillo
trujillo@davenportdiocese.org
563-888-4230

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STEP 3:
The background and or credit check will be generated from your VIRTUS “toolbox” tab. It will appear either in the middle of your screen or it might show up on the left side in yellow. VIRTUS will ask you 2 questions and then redirect you to our vender ESR (Employment Screening Resources). This is where you will enter your personal information.

This screen will either show “Employee” or “Volunteer” just depends on how you answered the previous question. Select one of the following if it applies. This is what generates a “credit check”. Then click “continue”
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When you are redirected to the ESR website, this is the screen you should see.

You will “click here” and it will redirect you to the ESR secure website. You will complete these steps and then be done with your SE requirements.

You have to click on each box before you are able to go onto the next screen.
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Tell Us About Yourself
Please enter your legal first and last name, select the location where you live, and select the location you will be working in. They are usually, but not always, the same.

First Name*
Last Name*

I currently live in country* UNITED STATES
I currently live in state*
I will be working in*
I will be working in the city of*

Continue

Disclosure of Background Investigation
In conjunction with your (a) application for employment, and if you are hired, at any time during your employment, your promotion, reassignment, or retention, (b) volunteer position; (c) work to be performed under contract or third-party assignment; and/or (d) qualifying for a business transaction ("Engagement"). Diocese of Davenport ("Company") will use the services of an outside consumer reporting agency and may obtain a "consumer report" or "Investigative consumer report" (collectively, "background reports") about you, including information relating to your work history and qualifications, personal background, character, general reputation, personal characteristics, professional standing, and/or mode of living. This agency will provide a written report of its findings to Company. Company uses Employment Screening Resources ("ESR"), a consumer reporting agency, to perform its Engagement-related background investigations.

ESR collects various types of information to prepare background reports that may include, but are not limited to, domestic and international: criminal records, civil records, sex offender databases, employment records, education records, professional credential and license records, department of motor vehicle records ("driving records"), military records, credit reports, professional and personal references, government sanctions and exclusions databases, drug and occupational health screening results, and where it applies to the position; DOT regulated employer records in compliance with 49 CFR 382.413.

I may review or obtain a copy of any report(s) about me prepared by ESR by mail or in person as provided by federal law. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945, 888-696-4474, www.escheck.com.

You may request more information about the nature and scope of any investigative consumer reports by written request to: Virginia Trujillo at Diocese of Davenport

Read and then click the box to acknowledge receipt of the above Disclosure of Background Investigation

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If you click on View FCRA you will get a popup window to view this.
If you click on I acknowledge receipt you will go to the next screen.
You have to click the “I acknowledge” or you will not advance.
Also click on Method of Communication box. And then the final I acknowledge receipt of all the Rights....

You will use your mouse to write your name.
Doesn’t have to be perfect, but make sure it fills the box so it doesn’t give you an error. It has to be a certain length.
You can view and print documents. If you do this you will get a pop up screen (Next picture), this does not mean you are done. You have to click on the continue button.
In order to complete and click on the continue button you have to go to the top and click on your internet browser tab. (See next page.)
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If you click on “View and Print Documents” this is what you will see in a pop up window.
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I may review or obtain a copy of any report(s) about me prepared by ESR by mail or in person as provided by federal law. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945, 888-999-4474, www.esrcheck.com.

You may request more information about the nature and scope of any investigative consumer reports by written request to: Diocese of Davenport

Notices, Rights and Acknowledgements

Acknowledgements

I acknowledge receipt of the FCRA summary of rights

Method of Communication

You hereby authorize ESR to provide you with any notices, including those required by federal, state or local laws, on behalf of itself or its employer client that you authorized to obtain your background check report at the mailing address(es) and/or email address(es) you provided to ESR and/or to its client.

Authorization and Consent to Background Investigation

By signing my name below, I hereby agree, authorize and consent to the (a) the preparation of consumer reports and investigative consumer reports ("background reports") about me by Employment Screening Resources (the "Agency" or "ESR"), a consumer reporting agency, as described in the Disclosure of Background Investigation, and (b) procurement of background reports about me by Diocese of Davenport, which I understand may contain information about my character, general reputation, personal characteristics, and/or mode of living.

I authorize, subject to any applicable laws protecting my privacy, any local, state, federal or international law enforcement agency; public or private agency; administrator; public or private institution; public or private school or university; information services bureau; employer; insurance company; credit bureaus; or any other party holding information under my name to furnish any and all background information requested by ESR for the purpose of providing background reports to Company. I acknowledge the information that can be disclosed to the Agency, if and as allowed by law, includes, but is not necessarily limited to, information concerning my employment and earnings history, education, motor vehicle history, criminal history, professional credentials and licenses.

I agree, authorize and consent to the release and disclosure of any and all information about me by ESR to Company, and where Company is pursuing my direct or temporary Engagement with a third party, Company may provide that third party with a copy of my Report.

This authorization electronically or physically signed by me shall be valid from the date of execution and throughout any subsequent association with Company as allowable by law. I agree that a copy of this document by fax or other electronic means shall be as valid as the original.
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This does not mean you are done, you have to click back on the ESR tab in your internet browser.

If you don’t click on “View and Print” you want to just click on the “Continue” button.
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You enter all your information here. SS# is required or you can leave 0’s. *If information is not provided it could prolong the process of your background and or credit check.

This is showing that they are processing your information.
Enter your Drivers Information, then Continue.
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When you click on street address you will get a pop up screen. If you don’t see that then you have to allow pop-ups on your device. All areas have to be entered to proceed.

This is what you will see in the pop up. It verifies your address is correct but using this with the postal service address system.
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Example of what you will see. Then click on “save address”

It will populate your address. Then click on “continue to prior address.”
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If you have lived somewhere else in the last 7 years you will need to fill out the prior addresses. If you have lived in the same residence over 7 years go to the bottom and click “Finished Adding Addresses”
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You see a pop up screen, please answer yes if you want to continue, no if you’re not finished, remember click on the arrow down, on the right green bar to expand the area. **DO NOT USE INTERNET BROWSER BACK BUTTON.**

You will need to check mark the boxes before you can continue.
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Last Screen you will see, do not close the program till all the pop-ups are done.

This is the screen you want to see when you have completed the process. This lets you know that you have successfully completed the process. If you do not get this screen it is because you backed out or did not complete something. Contact your local parish/school designee ASAP. You can not be employed or volunteer until all steps are completed successfully.