New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Welcome to the Diocese of Davenport. Thank you for agreeing to work and 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 you will also process a credit check through a secure website called ESR.

At each parish/school there is a Safe Environment Local Coordinator 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 your SE Local Coordinator prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Google Chromebook, Tablets and Phones. Do NOT use the browser back button or information may be lost and 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 be 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 coordinator coordinator with questions.

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

You will get several emails letting you know what you completed to need to complete:

**VIRTUS:**
- You registered
- Your account was activated

**ESR**
- You can login in to the Portal for your background check
- Email giving you the pin # you will need

Let's get started!
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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Open the internet with one of the approved browsers (Google Chrome) 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. One is for English “First Time Registrant” and one for Spanish “Espanol: Acceso o inscripcion”

If you have done VIRTUS previously STOP and talk to your local coordinator! List

If you registered in Spanish, these screens will appear in Spanish, but remember the ESR program is not in Spanish ONLY English.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Use the down arrow to select the Davenport, IA (Diocese) then click Select

If you select “Yes” you should stop and contact your local coordinator, otherwise you will duplicate information.

Both of these areas are case sensitive. So if you use capital make sure you use it the same way in the future. Write down your user id and password, you will be asked to use it again.

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.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please provide the information requested below

Please enter your name as it appears on your driver’s license, passport or other government-issued ID, and we need your full, legal name.

You will need to fill in all the areas with *. If you have an alias “maiden” name please let it in the Background Check Information.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Please select the primary location where you work or volunteer.

Use the drop down arrow you find the location where your work or volunteer at the parish and or school.

Please select at least one primary role you perform at this location

- **Candidate for ordination**
  - Seminarians, Candidates for the Seminary, and Candidates for the Diaconate

- **Deacon**
  - Men 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. E.g. sansioned teachers, principals, and administrators.

- **Employee (Diocesan/Eparchial)**
  - This would be for a person who works in the Chancery Offices.

- **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 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.

Please select any additional roles you perform at this location

- **Business Mgr/BookKeeper/Finances/Lay Director/Check Signer**
  - A person whose job is to keep the financial records, check signer, have the ability to sign a check and handle monies.

If you are a licensed school teacher with the State of Iowa you click on “Educator”

You need to select one “role” (above the line) and then one or more “roles” below the line. This will be for the 1st location you choose.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

- Chaperone - Overnight Functions
  Any overnight trip for diocesan programs involving minors or vulnerable adults, e.g. NCYC or scouting trips chartered by the school or parish.

- Host Parent
  A person that has agreed to provide shelter and cultural experience for an international student attending one of the Catholic Schools.

- MFF Participant (Spanish)
  A person that is part of the Ministry Formation Program in Spanish.

- Minor
  Working or volunteering with children and or vulnerable adults. Under the age of 18.

- Other-Do NOT count in Audit #s
  This is for a person that is required to do our program but we don’t report them on the annual Storebridge Audit. Ex: SAU employees and volunteers or AEA Employees, Public School Paraeducators.

- Parent

- Principal/Asst Principal
  An educator who serves not only as the educational leader but also as the spiritual exemplar of the school. Emphasizing qualities of excellence, commitment, creativity, and innovation in all school endeavors, the principal guides a community committed to the development of the whole child.

- Safe Environment Local Designee
  A person in charge at the parish/school level that monitors the VIRTUS program for USCCB and Diocesan compliance.

- Special Needs - Supervised
  This person is employed or volunteer but is supervised at all times. Due to circumstances they are not required to do video training or background check.

- Works with money
  Anyone working with money as an employee or volunteer.

If you have a title 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 - Webinar Training Only

<table>
<thead>
<tr>
<th>Role</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other-Do NOT count in Audit #5</td>
<td>04/17/2020</td>
</tr>
<tr>
<td>Volunteer</td>
<td>04/17/2020</td>
</tr>
</tbody>
</table>

Continue

For each “role” you select you will need to put your start date for that role, this gives a history of your employment or volunteering.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

You have chosen following locations and roles:

Davenport - Webinar Training Only
• Other-Do NOT count in Audit #s
• Volunteer ✓

Are you associated with any other locations?

Yes  No

If you work or volunteer at another location you will select “yes” here and then it will ask you your roles at that location and so on.

If you are a licensed school teacher with the State of Iowa you will see this additional question.

Are you licensed by the Iowa Board of Educational Examiners?

Yes  No

Continue

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

Volunteer

Which one of the following best describes your Role as a Volunteer for the Diocese of Davenport?

• Candidate for Ordination
• Deacon Formation
• Bookkeeper
• Business Manager
• Handle Money
• Lay Director
• Money Counters
• Office Manager
• Script
• Trustee
• None of the above

You will need to select one of these areas if it applies. Some roles require “credit checks”. This is where we get that information.

This might say “Employee” depends on how you answered the previous questions.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

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

If you answer yes, you will do the Child Abuse Awareness Module 1.0.

If you answer yes, you will do Vulnerable Adults Module.

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

If you answer yes, you will do the Healthy Relationships For Teens Module.

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

If you answer yes to question 1 and 2 you will do the Child Abuse Awareness Module 1.0. and Vulnerable Adults Module Merged Video.

Diocese of Davenport
Policies Relating to Sexuality and Personal Behavior

You can click on the policy and read it. It will open in a “pop up window” so don’t think you are done after you read it.

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 0f 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

You will need to review and read the diocesan policies, then click on the link.

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New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

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 get this verbiage since you have to do the training video in order to continue. You can use the “go to VIRTUS” link or go to: www.virtus.org for the next step.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the training session you selected.

After you have completed your training session, your account will be reviewed and activated by your Coordinator.

Click on: Return to VIRTUS Online
Step 2: Complete the required video training

You should see the sign in page.

This is the screen you will see when you log into VIRTUS.

You will enter your User ID and Password you created when you registered. Keep this information as you will be asked to use it again. You might receive an email as well.

This “Home” tab will show you the items you need to complete. If you see some of the text in “red”, click on that and it will take you to where you need the proper area to complete the task.

Videos will start in a “pop-up” window. Please allow pop-ups so you can complete the video.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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EXAMPLE ONLY:

When you click on the link you will see this screen, please read and go to bottom and then “click here to start”

Welcome to the VIRTUS® Child Sexual Abuse Awareness Session 1.0

Due to your position of leadership, you play an important role in maintaining and strengthening a culture of child protection. For that reason, you are being invited to participate in an update of child protection training focused on preventing, identifying, and reporting child sexual abuse and vulnerable adult abuse.

About this module:

There is a pre-question and the same post-question surrounding each of the video options. This will help you think about the questions that apply and reinforce certain principles that further the goals of the program. After each video, 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 70-75 minutes to complete the training.

WARNING: Please note, for optimal viewing, please do not attempt to "fast forward," "pause," "rewind" or "click into the progress bar" for any of the videos or lessons, as it can compromise the progression of the video. If you attempt to fast-forward the training, it is extremely likely that it will delay / halt your training progress, and you may need to start again from the beginning in order to complete the training.

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.

Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module

CLICK HERE TO START
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Child Sexual Abuse Awareness 1.0
Lesson 1: Child Sexual Abuse Awareness (Lesson 1 out of 4)

Please read the following case study carefully, review the facts and answer the question below. Portions of this case study will be relevant for this lesson, and for Lesson 2:

Daniel is a 12-year-old boy whom you know because you coach his soccer team. He wants to be a soccer star and works very hard to accomplish this goal. You know his mom and see her often during the dropoff and pickup for Intramural soccer practices. You’ve noticed that she is often wrangling Daniel’s twin toddler sisters, and is typically late to pick Daniel up because she’s coming back from retrieving Daniel’s brother from a special needs class. Daniel’s mom never purchases anything from the weekly bake sale, and you’ve heard her tell the kids that they don’t have enough money that week. She often seems stressed.

It is well known that Daniel is the most promising player on the team, and you want to help foster his talent and help take some of the burden off his mom. You genuinely want to help and you have good intentions. There is a rule in the handbook that’s distributed to coaches and to parents that talks about how coaches may not be in an isolated environment with any child. But, you figure that this scenario is a good exception to that rule since what you’re doing is directly benefiting Daniel, and you know you’re not a bad person. So, you tell her you know it’s against the rules, but that you’d like to provide extra special coaching for free after practice, which also means that you’ll have one-on-one time with him after all of the other kids have left, and that you’ll need to drive Daniel home with just the two of you because of his mom’s other obligations. Even though no one else will be around, this later timeframe is the only time that works for you. And, most importantly, from your perspective, his mom needs help!

Daniel jumps at the opportunity and begs his mom, who already worries that she isn’t doing enough for her son. She is grateful for your kindness. She hesitates and vocally reasons out how you must be safe because she knows you and you’re not a stranger. She also says that you’ve been placed in a position of authority in the soccer league, so you must also be a person to trust. And muses that nothing bad can really happen on a soccer field, and that you would call an ambulance in an emergency. You nod your head and say, “Yep, all that is true! Plus, I’ve had a background check and follow the speed limit, and have never been in an accident. He’s safe with me.” Plus, she wants the best for her child, and believes that getting extra time with you is a tremendous benefit to Daniel’s success! She thanks you, and the three of you agree to start the arrangement next week.

Review the facts of the case study above and consider what elements of this case study are problematic. Then, answer the question below:

What is concerning about Daniel’s mother’s actions and thought process, and ultimately the decision she has made?

A) She assumed that most child abusers were strangers, and that when someone is known to a family, that automatically makes them safe.
B) She knew that 1/1 situations between youth and coaches were against the rules in the policy handbook, and yet still gave permission for her child to be in what the organization considered to be an unsafe and unsupervised environment. Additionally, she assumed that the only types “bad situations” that could occur would be ones involving emergencies, even though abuse can occur in practically any environment involving children.
C) She wanted what was best for her child, and decided to provide him with extra lessons to help him reach his goal.
D) All of the above.
E) Only A and B.

You will read the lesson and then choose your answer, then “submit answer”

Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module
Lesson 1: Child Sexual Abuse Awareness (Lesson 1 out of 4)

Thank you.
We have recorded your answer. When you click the continue button below you will be taken to a series of screens that will provide important information relating to the question you just answered.

After finishing the screens, you will have the opportunity to answer the same question again and to change your answer, if you believe a change is necessary. When you have answered the question correctly, you will then receive a detailed explanation for the correct and incorrect answers.

CONTINUE >
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module

Lesson 1: Child Sexual Abuse Awareness (Lesson 1 out of 4)

This is the start of the video for Lesson 1.

Child Sexual Abuse Awareness Training Module

After each video, the system will ask you again the same question and you have the opportunity to change your answer.

Please read the following case study carefully, review the facts and answer the question below. Portions of this case study will be relevant for this lesson, and for Lesson 2:

Daniel is a 12-year-old boy whom you know because you coach his soccer team. He wants to be a soccer star and works very hard to accomplish this goal. You know his mom and see her often during the dropoff and pickup for intramural soccer practices. You’ve noticed that she is often wrangling Daniel’s twin toddler sisters, and is typically late to pick Daniel up because she’s coming back from retrieving Daniel’s brother from a special needs class. Daniel’s mom never purchases anything from the weekly bake sale, and you’ve heard her tell the kids that they don’t have enough money that week. She often seems stressed.

It is well known that Daniel is the most promising player on the team, and you want to help foster his talent and help take some of the burden off his mom. You genuinely want to help and you have good intentions. There is a rule in the handbook that’s distributed to coaches and to parents that talks about how coaches may not be in an isolated environment with any child. But, you figure that this scenario is a good exception to that rule since what you’re doing is directly benefiting Daniel, and you know you’re not a bad person. So, you tell her you know it’s against the rules, but that you’d like to provide extra special coaching for free after practice, which also means that you’ll have one-on-one time with him after all of the other kids have left, and that you’ll need to drive Daniel home with just the two of you because of his mom’s other obligations. Even though no one else will be around, this later timeframe is the only time that works for you. And, most importantly, from your perspective, his mom needs help!

Daniel jumps at the opportunity and begs his mom, who already worries that she isn’t doing enough for her son. She is grateful for your kindness. She hesitates and vocally reasons out how you must be safe because she knows you and you’re not a stranger. She also says that you’ve been placed in a position of authority in the soccer league, so you must also be a person to trust. And muses that nothing bad can really happen on a soccer field, and that you would call an ambulance in an emergency. You nod your head and say, “Yep, all that is true! Plus, I’ve had a background check and follow the speed limit, and have never been in an accident. He’s safe with me.” Plus, she wants the best for her child, and believes that getting extra time with you is a tremendous benefit to Daniel’s success! She thanks you, and the three of you agree to start the arrangement next week.

Review the facts of the case study above and consider what elements of this case study are problematic. Then, answer the question below:

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A) She assumed that all child abusers were strangers, and that when someone is known to a family, that automatically makes them safe.
B) She knew that 1:1 situations between youth and coaches were against the rules in the policy handbook, and yet still gave permission for her child to be in what the organization considered to be an unsafe and unsupervised environment. Additionally, she assumed that the only types “bad situations” that could occur would be ones involving emergencies, even though abuse can occur in practically any environment involving children.
C) She wanted what was best for her child, and decided to provide him with extra lessons to help him reach his goal.
D) All of the above.
E) Only A and B.

Submit Answer

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New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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Child Sexual Abuse Awareness 1.0
Lesson 1: Child Sexual Abuse Awareness (Lesson 1 out of 4)

CORRECT!

In this situation, Daniel's mom is faced with a situation where she is encountering an extremely helpful person during a time when she desperately needs assistance. She wants the best for her children, and desires to give Daniel extra practice time with good coaches-this is a good thing! However, her reasoning when considering the safety aspects of the extra practice were problematic. Children are more likely to be abused by someone they know, rather than a stranger. They're especially at risk in secluded environments without monitoring. We must have a healthy suspicion and boundaries for anyone involved in caring for our children, and we shouldn't encourage or support adults in child-serving organizations who show our children favoritism or special treatment that other children don't receive. All of these behaviors that the coach exhibited were pointing toward warning signs of an inappropriate relationship. When warning signs are present, this doesn't mean that someone is an abuser, but there are clear boundary issues that need to be addressed.

This process will continue 3 more times, there are 4 lessons to complete.

This is the last screen you will see. If you need to complete the background check, please choose #2.

Thank you for completing this required safe environment training!

[Please close this pop-up window to return to your account and receive credit for this training.]

1 CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION

2 CLICK HERE TO CLOSE THIS WINDOW
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Step 3: Processing your background and or credit check
You should go back to www.virtus.org, if you are already logged in you will see the following screen, if it is asking for your User ID and Password, that means you are not logged in and will need enter your user id and password again. *Failure to complete all 3 steps results in “noncompliance”.

You will click on the red verbiage and it will take you to the next step. You will be asked 2 questions, then it will forward you to ESR who is our background and credit check company. It should take about 15 mins or less to...
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, video training compliance and background and or credit check

You will now be redirected to ESR to conduct your background and or credit check. Please have your Driver’s License and SS# available so you don’t get removed the program.

Screen you will see when you are rerouted to the ESR our background company.

You have to check each box (3)
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

1. These areas need to be filled out in order to complete and move to the next screen.

2. Do NOT use the browser back button, if you need to go back click on the green tabs and it will expand or shrink up.

3. If you live in IL and need a credit check you have to click this box.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

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....
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, video training compliance and background and or credit check

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.)
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, video training compliance and background and or credit check

You might see a screen like this also

This does not mean you are done, you have to click back on the ESR tab in your internet browser.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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This is a saving screen, don’t X out of this.
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, video training compliance and background and or credit check

Step 2 - Tell Us About Yourself

Instructions:
- Please enter your first, middle and last names exactly as they appear on your driver's license, birth certificate or other government issue ID.
- Include any related prefix or article found at the beginning of your last name such as De, Da, Di, Von, Van or Le, La, Du, Des, Del, De La, Van Der.
- Include any generational suffixes at the end of your name such as Jr, Sr, I, II, III.
- Click for examples.

First Name *: Update
Middle Name *:
I do not have a middle name
Last Name *: Trainings
Email Address *:
Note: ESR will provide a free copy of this background check to the email address below.
trujllo@davensportldioce.org
Daytime Phone *: Please provide phone number in the following format: NNN-NNN-NNNN
Other Phone
Date of Birth *:
Gender *
Gender information is required to ensure the accuracy of the background check results we obtain, used for any other purpose and will not be shared with the company who requested your background check as it is found on your birth certificate or passport.
Current Country of Residence: UNITED STATES
Social Security Number:
If you have a valid Social Security Number, please enter it in the spaces below and double check. Not having a Social Security Number is not an automatic disqualifier.
I do not possess a United States Social Security number
Current Country of Residence: UNITED STATES
Social Security Number:
If you have a valid Social Security Number, please enter it in the spaces below and double check. Not having a Social Security Number is not an automatic disqualifier.
I do not possess a United States Social Security number
Salary Range
Certain federal and state consumer reporting laws are dependent on annual pay.
Please choose the range that best applies to this position.
Click here for assistance calculating an annual compensation estimate from an hourly wage.

Make sure you are inputting your legal name. Each area will advance up as you finish that screen. If you need to change something click on the green bar to expand. DO NOT USE INTERNET BACK BUTTON.

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.

Continue
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

Please make sure you are entering the right information, if you have errors this will appear in red.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

When you put in the zip code it lists counties to select from

<table>
<thead>
<tr>
<th>Country</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITED STATES</td>
<td>61244</td>
</tr>
</tbody>
</table>

Please select your location

- BABCOCK
- CAMPBELLS ISLAND
- D MOLINE
- FART MOC INF

State:

City:

County:

Street Address:

legal name:

Is the legal name (First, Middle, Last) used at this address the same as the legal name you currently use at your current legal address?
- Yes
- No

Enter Previous Residence Address

<table>
<thead>
<tr>
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<tbody>
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</tbody>
</table>

<table>
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<td>61244</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>County</th>
</tr>
</thead>
</table>

Street Address:

legal name:

Is the legal name (First, Middle, Last) used at this address the same as the legal name you currently use at your current legal address?
- Yes
- No
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

1. You want your entered addresses to appear in black not red.
2. Save this Address
3. Finish adding residence addresses

Enter Employer Address
Please provide address(es) for locations over the last 7 years where you physically worked and they are different from where you lived. If this address type is not applicable, click 'Finished Adding Employer Addresses' button below. Street addresses are not required for prior places of employment.

Attention
Please enter an employer address or click the 'Finished' button

OK
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

[Image of registration form]

Enter School Address

[Image of school address form]

Address Type: School

Date From: 08 (Aug) 1985

Date To: 06 (Jul) 2014

School Name: North High School

Country: UNITED STATES

Zip Code: 52804

State: IA

City: DAVENPORT

County: SCOTT

Street Address: 1542 East 53rd St

27 Nov 2020
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Place Name</th>
<th>Street</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Zipcode</th>
<th>Country</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Residence</td>
<td>Virginia Ibarra</td>
<td>Diocese of Davenport</td>
<td>2100 Woodlawn Ave</td>
<td>EAST Moline</td>
<td>rock island</td>
<td>IL</td>
<td>61244</td>
<td>US</td>
<td>1/2013</td>
<td>present</td>
</tr>
<tr>
<td>Previous Residence</td>
<td>Virginia Ibarra</td>
<td></td>
<td></td>
<td>EAST Moline</td>
<td>rock island</td>
<td>IL</td>
<td>61244</td>
<td>US</td>
<td>1/2001</td>
<td>1/2013</td>
</tr>
</tbody>
</table>

**Addresses**

Carefully review the list below and ensure all addresses have been added.

- Yes I'm Finished Adding Addresses and Names
- No I Need to Add Another Address or Name

Submit Form

**Step 2 - Tell Us About Yourself**

Driver's license

Attention

Once you leave this page you won’t be able to change or add information. Are you sure you're ready to move to the next step?

- Yes, I am ready to continue to the next page
- No, I am not finished with this page
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, video training compliance and background and or credit check

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 coordinator ASAP.
You cannot be employed or volunteer until all steps are completed successfully.