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

Completion of training, acknowledging our policies and clearing a background and or credit check is required before you can start working and or volunteering. Background and credit checks can take up to 2 weeks to clear our system.

Please follow the instructions and print screens below to help you complete the registration, training module 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.

The time for processing also depends on your internet connection.

- VIRTUS registration and training modules
  - Registration should take about 10 minutes.
  - Lessons will take about 30-40 minutes.
  - Video will take about 30-40 minutes.
  - Do NOT use browser back button.

- ESR
  - Please have your Driver’s License and SS# available so you don’t get removed from the program.
  - If you don’t have drivers license and or SS# you will have the option to mark that you don’t have these items.
  - The system will log you out after 30 mins to ensure security.
  - If you do not complete this in the time allotted we will have to assign you the link again.
  - Do NOT use browser back button, use the arrows on the right side to expand that area.

Let’s get started!
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Open the internet with Google Chrome and go to www.virtus.org.

This is the 1st screen you should see.

**STEP 1 – Registration in VIRTUS:**

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

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Davenport, IA (Diocese)
- Diocese of Covington, KY (Diocese)
- Cristo Rey Jesuit High School - Baltimore
- Crockett, St. Philip's Church - Bemidji (Diocese)
- Crockett (Diocese)
- Croxton Fathers and Brothers Province
- Cross Catholic Outreach
- Dallas for International Priests (Diocese)
- Dalles, TX (Diocese)
- Damien Memorial School - Hawaii

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

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.

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

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

Please select the primary location where you work or volunteer.

Location: Davenport - Webinar Training Only

- Cosgrove - St Peter Church (Cosgrove)
- Davenport - All Saints Catholic School (Davenport)
- Davenport - Assumption High School (Davenport)
- Davenport - Chancery Office (Davenport)
- Davenport - Congregation of the Humility of Mary (Davenport)
- Davenport - Holy Family Church (Davenport)
- Davenport - John F. Kennedy Catholic School (Davenport)
- Davenport - Minnie's Maison Clothing Center (Davenport)
- Davenport - Our Lady of Victory Church (Davenport)
- Davenport - Our Lady's Joy HomeSchool Co-Op (Davenport)
- Davenport - Sacred Heart Cathedral (Davenport)
- Davenport - Spirit Inc. (Davenport)
- Davenport - St Alphonsus Catholic Pre-School (Davenport)
- Davenport - St Alphonsus Church (Davenport)
- Davenport - St Anthony Church (Davenport)
- Davenport - St Paul the Apostle Catholic School (Davenport)
- Davenport - St Paul the Apostle Church (Davenport)
- Davenport - Teddy Bear Club Preschool (Davenport)
- Davenport - Villa Maria PreSchool via Assumption HS (Davenport)
- Please select at least one primary role you perform at this location

- 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.

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

- 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.

- Priest
  Religious order or diocesan priests in active or supply ministry (including "retired" clerics who continue to celebrate occasional sacraments).

- 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.

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

- 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.

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

If you work/volunteer at several locations you will have the opportunity to record them as well.

Jan2021
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

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 handles monies.

- Catechist
  A person teaching children during Religious Education or Prep Classes.

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

- Coaches - Employed

- DRE/CRE

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

- Knights of Columbus Leader

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

- Minor
  A student 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 Stonebridge Audit. Ex: SAU employees and volunteers or AEA Employees, Public School Paraeducators.

- Pastoral Associate

- Principal/Asst Principal/President
  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.

- Scout Leader
  A person in charge of scout chartered program at the school or parish.

- 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.

- Youth Minister

If you work money as an employee or volunteer, check this box so a “credit check” can be run. If you skip this and you need to have a “credit check” you will need to start the process again.

Please put in this box what you do (catechist, playground, etc.), then continue.

Jan2021
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

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
Role Start Date
Other-Do NOT count in Audit #s 04/17/2020
Volunteer 04/17/2020

Continue

You have chosen following locations and roles:

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

Please review this to make sure it is correct.

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

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]

---

**Very Important**

The next section is going to give you a list of positions that need a “credit” check. If you work with monies in any variety, sign checks, finances, etc. Please select one of the titles, if those don’t apply please select “handle money”

---

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 ESR (company that runs our checks) get that information.

---

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

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 Vulnerable Adults Module.

Are you a minor (under the age of 18)?
- Yes
- No
  If you answer yes, you will do the Healthy Relationships For Teens Module.

Do you chaperone overnight events?
- 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.

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.

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

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 also be required to read and acknowledge the Diocesan Electronic Communication with Minors Policy.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

Problems viewing PDF? Download

☐ I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*:  

(John D. Smith)

Today's Date*:  

(mm/dd/yyyy)

Continue

VIRTUS® Online

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.

A note regarding emails:

The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are using any software or tools within your email program to filter SPAM, please make sure that you allow messages from system@virtus.org. You may also want to contact your network administrator to make sure that your network allows messages from system@virtus.org. SPAM filtering is the number one reason for our emails not to be received.

Go to VIRTUS Online  Close Browser

Last screen of the registration will look like this.

Click on “Go to VIRTUS Online”
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Emails you may receive:

The Diocesan Safe Environment Coordinator will “activate” your account in VIRTUS. Once this is completed you might receive an email with this type of verbiage. This information will also be sent to the location you selected during the “registration”.

*** This is an automated email message. Please do not reply. ***
You have successfully registered for a VIRTUS training session.
Your User ID is: *this will be the user id you set up during registration.
If you do not remember your password, click the "Need login information?" link at www.virtus.org (DO NOT DO THIS)
*contact your local administrator
We no longer provide on-site training.
We only offer online training.
If you have not been assigned the proper training please contact me at your earliest convenience.
I will then assign the training to you.
Your VIRTUS Online Coordinator is:
Virginia Trujillo
trujillo@davenportdiocese.org
563-888-4230

If you are assigned the training manually by the Diocesan Safe Environment Coordinator you will see an email like this:

*** This is an automated email message. Please do not reply.
Your VIRTUS Online administrator has assigned you online training.

Clicking on the link below will automatically log you into the virtus program. For your own security, please do not forward this message.

To access this training, visit
http://www.virtus.org/login/login.cfm?i=060615172D1F0A041B0B491D1007151701160C1C574441445615130016141D17104E1319161A41555143&e=1&t=1.

Training Courses Assigned:
Davenport Annual Safe Environment Online Training 2021

Your user id is:

If you do not remember your password please contact your local coordinator.

Once you have logged in, on the Home tab. Assigned course(s) listed is in blue in the first box.

If you have any questions, please contact your local parish/school local coordinator.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Step 2: Complete the required module training

You should see the sign in page.

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

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

This tab will also show you your “training history”, policies you have acknowledged, your primary contact info and your local coordinator to contact with any questions. See “red” arrows.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

**EXAMPLE ONLY:**

Some people will do a new module that was assigned Jan 2021. This will be the read and click module, This was assigned to all people in these roles: (see page 17)

**Priests ∙ Deacons ∙ Candidates for Ordination ∙ Seminarians ∙ Deacon Formation Aspirants ∙ All parish and school employees working with minors and or vulnerable adults ∙ Pastoral Associates ∙ Principals ∙ Administrators ∙ School Teachers ∙ DREs ∙ Youth Ministers ∙ Employed Coaches ∙ School Aides ∙ Spanish MFP Participants ∙ Host Parents ∙ Safe Environment Local Designees ∙ Overnight Chaperones ∙ Scout Leaders ∙ Knights of Columbus Leaders:

Some people will complete the Child Sexual Abuse Awareness 1.0, etc. This is a video.

Welcome to the VIRTUS® Child Sexual Abuse Awareness Session 1.0 combined with the Vulnerable Adults Awareness Training Module 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 videos. 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 70-75 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.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module

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 benefitting 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, "Yes, 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 thoughts, 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 unmonitored environment. Additionally, she assumed that the only types “bad situations” that could occur would be ones involving sexual abuse, 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

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

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

This is the start of the video for Lesson 1.

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

Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module
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.

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

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

OR you will have the Online Module Jan 2021 assigned

Davenport Annual Safe Environment Online Training 2021

Regardless of our role with children, what are ways that we can assist the vulnerable when we cannot be face-to-face, in person, with them?

A) Find ways to reduce your own stress, so that you can be more available to others in need.
B) Pay close attention to behavioral changes, and ask what is wrong; be a listening ear to someone in need.
C) Reach out to others in your contact list, see how they’re doing and if they want to talk or video conference.
D) All of the above.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

You will need to read the Lesson and then click the next button. This lesson has 5 screens for Lesson 1.

Click “continue” to move to Lesson 2 this will repeat this way for 7 Lessons. Should take about 30-40 mins.

You will get a chance to change your answer if you want. If not click on “submit answer”.

Davenport Annual Safe Environment Online Training 2021
Lesson 1: Challenging Times Call for a Change in Behavior

Thank you.

The first slide of a series of screens that will provide important information relating to the question you just answered.

After finishing the session, 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

Davenport Annual Safe Environment Online Training 2021
Lesson 1: Challenging Times Call for a Change in Behavior

When 2020 began, few of us anticipated that our lives would be turned upside down due to a potentially deadly virus. Life in the midst of a pandemic has affected virtually every aspect of our lives. One area of particular impact is our lives at home, and our day-to-day activities. When schools closed, learning moved completely online in many cases. Offices also closed which left working parents either finding a way to make working at home “work” or looking for ways to support their families because their work hours shut down completely. Parks and entertainment centers closed, and we were told not to be within six feet of each other to remain safe from the virus. Everyone was looking for ways to accommodate these challenging and disruptive circumstances. Although the pandemic is one example of a challenging time—the reality is any type of situation can create a need for us to change our behavior.

Regardless of whether we regularly have contact with family, friends, or children we may minister to, our relationships with others need to “keep going.” We need to stay connected in appropriate ways. And whether or not you have a family in your own home, or children inside the house, you may be called to reach out to someone in different or similar circumstances in which your life seems to help them.

NEXT

Davenport Annual Safe Environment Online Training 2021
Lesson 1: Challenging Times Call for a Change in Behavior

In times that are steeped in extraordinary stress, it takes courage, commitment, and creativity to deal with that stress in ways that avoid regrettable actions. Everyone is vulnerable in ways like these, especially parents and children. Everyone is stressed and acting in unpredictable ways, especially parents and children. Everyone is feeling new, unfamiliar pressures, especially parents and children. Give yourself and your children a break and take time to find ways to reduce that excess stress, soften the environment, and reach out to others to help them do the same. If you don’t have children of your own, please see about how you can reach out to assist and help the vulnerable amongst us—those who don’t appear to be vulnerable. Everyone will be better for it.

PREVIOUS CONTINUE

You will now have a chance to review the question presented — and your original answer — from the beginning of the lesson.

Davenport Annual Safe Environment Online Training 2021
Lesson 1: Challenging Times Call for a Change in Behavior

Regardless of our role with children, what are ways that we can assist the vulnerable when we cannot be face-to-face, in person, with them?

A) Find ways to reduce your own stress, so that you can be more available to others in need.
B) Pay close attention to behavioral changes, and ask what is wrong; be a listening ear to someone in need.
C) Reach out to others in your contact list, see how they are doing and if they want to talk or video conference.
D) All of the above.

Submit Answer

19

Jan2021
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Regardless of our role with children, we can assist the vulnerable when we cannot be face-to-face by finding ways to reduce your own stress, so that you can be more available to others in need, paying close attention to behavioral changes, and ask what is wrong; be a listening ear to someone in need; and by reaching out to others in your contact list, see how they’re doing and if they want to talk or video conference.

The last screen you should see when you are done with the module training. You can print your certificate for your files if you want or you locations requires it.

Thank you for completing the 2021 Davenport Annual Safe Environment Online Training.

Don’t forget to check www.virtus.org regularly for more information.

[Please close this window upon completion]

CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION

CLICK HERE TO CLOSE THIS WINDOW

Will complete the 7 lessons before moving onto the next step.
Step 3: Processing your background and or credit check

You should go back to www.virtus.org, if you need to click on “home” to see the screen below. You should be already logged in you will see the following screen, if it asks 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...

Do you need a credit check?
If you fall into one of these categories a credit check is required.

- Priest
- Deacon
- Deacon Formation
- Candidate for Ordination
- Seminarian
- Principal
- Parish Life Administrator
- Business Manager
- Bookkeeper
- Handle Money
- None of the above

If you need a Credit Check and forget to answer the questions properly you will be sent a new invite to complete the process again.

Due to new consent forms that have special language I have to send you a new invite.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

**Background Check**
Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity?

YES  NO

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

- Priest
- Deacon
- Deacon Formation
- Candidate for Ordination
- Seminarian
- Principal
- Parish Life Administrator
- Business Manager
- Bookkeeper
- Handle Money
- None of the above

**Background Check**
You're required to complete a background check. All of your information is prepared and ready to send to the background check provider.

Please click the button below when you are ready to submit your information

Submit Background 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 from the program.
- If you don’t have drivers license and or SS# you will have the option to mark that you don’t have these items.
- The system will log you out after 30 mins to ensure security.
- If you go over this we will have to assign you the link again. Do not use phone or ipad.
- Do NOT use browser back button, use the arrows on the right side to expand that area.

Jan2021
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check
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![Image of ESRCheck Applicant Portal]

1. Please introduce yourself.
   - Legal first and last name: newlypperson2021
2. Is this your full legal name? Yes
3. Current country of residence:
4. Current state of residence:
5. I will be working in the state of:
6. I will be working in the city of:

![Image of ESRCheck Applicant Portal]

7. Disclosure of background investigation:
   - I acknowledge receipt of the above Disclosure of Background Investigation.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

Boxes need to be checked.

You will use your mouse to write your name. Has to fill the box or it will not accept it. Here is an example.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

The next screens are going to ask for personal, work, and school information. Screens will be different debating on how you answer the questions. Please make sure you have filled in all the required areas or you will not be able to move onto the next screens.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check
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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.
Background and Credit checks can take up to 2 weeks to process.
Potential New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

Emails you may receive:

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

The ESR Applicant Portal is the place to interact with us regarding additional information that we may need to complete your background check, to obtain copies of notices and your federal, state and local rights, and to obtain a copy of your report when it is complete. When you login to the portal, you will find instructions for any items that we need. Should we discover that we need something new, you will receive a notice asking you to log into your Applicant Portal. We will also remind you about things we are waiting for. Should you have any questions regarding the Applicant Portal, you can reach us at ESRCare@esrcheck.com

Login to the Applicant Portal Now

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

Thank you for your cooperation!

EMPLOYMENT SCREENING RESOURCES
Employment Screening Resources (ESR)
www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

Your Personal Identification Number (PIN) is: 0950

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

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The attached PDF file is a combined copy of the individual standalone documents that were completed and/or signed electronically at our website. This copy is for your information and personal record keeping and requires no action on your part.

========================================================================================= 
Receipt for and Confirmation of Electronic Signature
========================================================================================= 

Document Signed: AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION
Name of person affixing their electronic signature: newperson2021 newperson2021
Employee e-mail address designated for electronic communication: trujillo@davenportdiocese.org
IP Address of computer used to sign the document: 172.24.32.157
Date and time of signature: Jan 06, 2021 at 11:40:40
Document Number: 867240

Employment Screening Resources certifies as follows:
Neither the data entered by the person above or their electronic signature can be edited under any circumstances once submitted to the system.

This receipt is not transmitted unless the document has been signed and submitted by the person completing it.

Employment Screening Resources (ESR)
www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474