



Our Lady of the Presentation Catholic School



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Dear Volunteer,

Thank you very much for your willingness to share your time and talent with the children at **OLP**. The Diocese of Kansas City-St. Joseph and **OLP** holds the safety of children as a top priority. All volunteers who will be in contact with children three or more times in any given calendar year or who will be supervising minors or vulnerable adults are required to complete the volunteer screening process listed below:

1. You must attend the VIRTUS® *Protecting God's Children* Workshop (within 60 days of beginning service)
2. You must read and acknowledge the Diocesan Code of Ethics—*Ethics and Integrity in Ministry* (EIM)
3. You must have consented to a background screening (service contingent upon screening results)
4. You must complete the Volunteer Application found on pages 27 & 28 of the EIM if you are new to OLP.

VIRTUS® *Protecting God's Children for Adults* Workshop: You must pre-register online for this workshop. Access the site at www.virtusonline.org and click 'Registration'. During registration you'll see the most current listing of classes available. You can also review the most current class listing on the Diocesan website under the Protecting Children tab: https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0

NOTE: If you are registering for the first time as a new VIRTUS® account user, your online pre-registration will include completion of the EIM, selection of a "*Protecting God's Children*" workshop date and allow you to enter your consent and data for a background screening online. Please allow 30-40 minutes for this process. It is important that you fully complete the entire registration in order to meet the requirements of the volunteer screening process as listed above.

If you have attended the "*Protecting God's Children*" workshop in the past and need to complete the online EIM, you do *not* need to register for a new VIRTUS® account. Simply sign in to your existing account at www.virtusonline.org and follow the instructions below to complete the EIM online. If you need an updated background screening, please see the instructions below under background checks.

***Ethics and Integrity in Ministry* (EIM)**

*If you have previously attended the **Protecting God's Children for Adults** workshop:* You already have a VIRTUS® account and *do not* need to register for a new account in order to complete the EIM. Simply log in to your VIRTUS® account and click on the "Toolbox" tab. You will see the link to complete the *Ethics and Integrity in Ministry* and successful completion will be documented in your VIRTUS® account. Please allow 10-15 minutes to complete the four-part EIM module.

Background screening

*If you have previously attended the **Protecting God's Children for Adults** workshop:* You already have a VIRTUS® account and *do not* need to register for a new one in order to complete an updated background screening. Log in to your VIRTUS® account and click on the "Toolbox" tab. Click the *Background Check* link to get started. Please allow 5-10 minutes to complete your online consent and enter your data in our secure database. All screening results are held in confidence and successful completion will be documented in your VIRTUS® account. Note: The *Background Check* link is not available on accounts where it has been less than five years since your last documented background screening with the Diocese.

If you do not have computer access, please contact your parish or school Safe Environment Coordinator (SEC) for paper forms. Once you have read and signed the forms, you can return them to the parish or school office.

Forgot Password

If you forgot your password, you can click the link: "Forgot your password? [Click here](#)" on the Virtus site. Please see your parish or school Safe Environment Coordinator (SEC) if you experience difficulties with your sign-on.

Also note, if you plan to have minors (youth under the age of 18) helping volunteer (under supervision) in your program, they should also register on Virtus, in order to complete the Minor Volunteer Code of Ethics. They will not register for the *Protecting God's Children* Workshop or be directed to complete a background screening.

Thank you for helping to place the protection of children as a top priority. Please call with any questions.

Carrie Cooper – Director, Office of Child and Youth Protection – **816.714.2380** or ocyp@diocesekcsj.org.

Peace,

Mrs. Jodi Briggs
Principal

