

Please click on this link to access the VIRTUS Registration page:

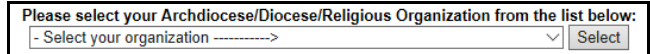
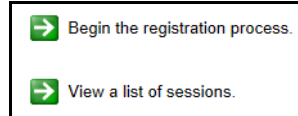
[https://www.virtusonline.org/virtus/15497/reg\\_pwd.cfm?theme=0](https://www.virtusonline.org/virtus/15497/reg_pwd.cfm?theme=0)

Or:

Go to [www.virtus.org](http://www.virtus.org)

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on **Begin the registration process**.

Select the name of your organization **Pittsburgh** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Please enter the access code provided by your Diocese, Parish, or School.

To register as a new user with VIRTUS, you need an access code to proceed. If you do not have the code, contact your parish or school [Safe Environment Site Administrator/Coordinator](#) to obtain.

Click **Continue** to proceed.



**Create** a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

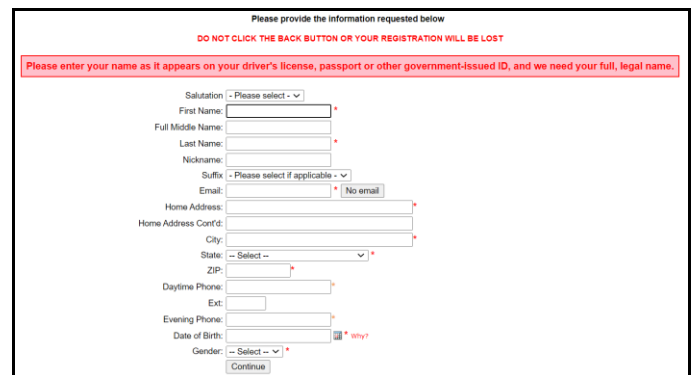


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and Gender.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location:

Select the role(s) that you serve within the Diocese of Pittsburgh and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select the primary location where you **work** or **volunteer**.

Location:

Please check all that apply. You must select at least one role.

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

- Candidate for ordination**  
*Seminarian or Deacon Candidate*
- Central Administration Employee**
- Deacon**
- Educator**  
*Catholic School Teacher*
- Parish Employee**
- Parish Volunteer**
- Preschool/Child Care Services Employee**
- Priest**
- School Employee**
- School 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:

Your selected location(s) and role(s) are displayed on the screen.

Select **YES** if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

**You have chosen following locations and roles:**

**Bishop Canevin High School (Pittsburgh)**  
• School Volunteer ✓

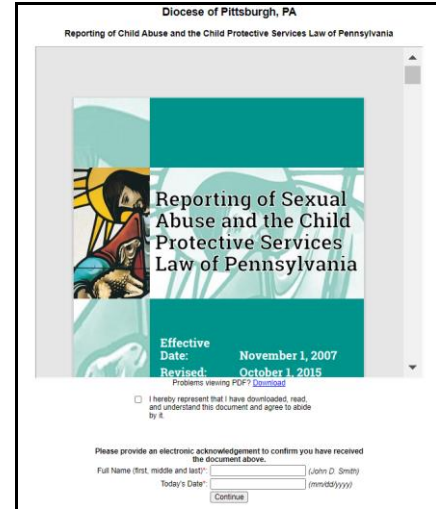
**Are you associated with any other locations?**

Please read the following **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania** and respond:

➤ **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

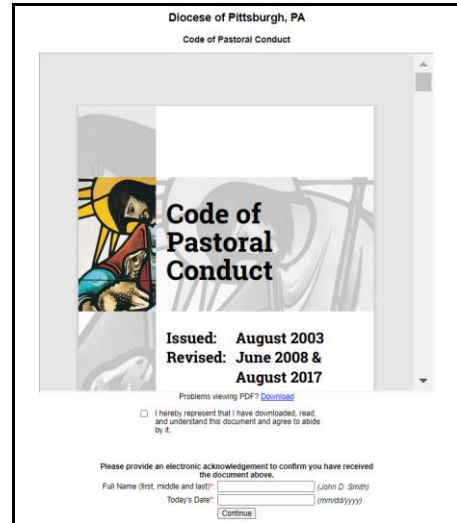


Please read the following **Code of Pastoral Conduct**, and respond:

➤ **Code of Pastoral Conduct**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

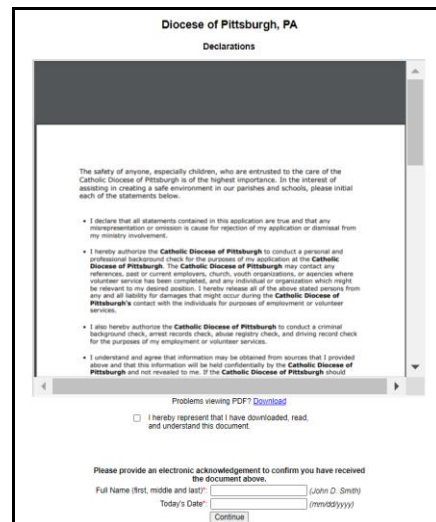


Please read the following **Declaration** and respond:

➤ **Declarations**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document." and enter your full name and today's date.

Click on **Continue**.



Please answer the following questions.

Click on **Continue**.

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

- Yes
- No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

- Yes
- No

Continue

Please answer the following question.

Click on **Continue**.

Have you lived in Pennsylvania for the past 10 consecutive years?

- Yes
- No

Continue

If you selected **Yes**, please review the following **Disclosure Statement Application for Volunteers** and respond:

### Disclosure Statement Application for Volunteers

To proceed, please **Confirm** by clicking on: **"I will download, print and sign this document and then return it to my local safe environment coordinator."**

Click on **Continue**.

### Diocese of Pittsburgh, PA

#### Disclosure Statement Application for Volunteers



[Disclosure Statement Application for Volunteers](#)

- I will download, print and sign this document and then return it to my local safe environment coordinator.

Continue

If you have not previously attended a Protecting God's Children Session within the Diocese of Pittsburgh, please select **No**.

Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children** sessions scheduled for the **Diocese of Pittsburgh**.

Click on **Continue**.

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

Continue

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Pittsburgh**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Continue**.)

Here you will see the action items you need to complete.

**To complete your online training**, click on the link that says, “You have 1 online module assigned.”

Or, if you prefer to complete your training in a live class (when available), select “Register for an upcoming session.”

The screenshot shows a dashboard with five main sections:

- Current Training:** A green box with a laptop icon. It contains the text: "You have 1 online module assigned" (circled in red) and a blue link: "Register for an upcoming session".
- Background Checks:** A pink box with a clipboard icon. It contains the text: "Needed: Child Abuse History Clearance" and "Needed: FBI Clearance".
- Required Documents:** A pink box with a document icon. It contains the text: "Needed: Mandated Reporter Training".
- Contacts:** A green box with a person icon. It contains the text: "Your primary contact" and contact information for Phyllis Haney.
- My Info:** A green box with a person icon. It contains the text: "Your primary location" (Aquinas Academy) and "Your primary role" (School Volunteer).

**If you chose an online training**, please click on the **green circle** to begin the **Online Training**.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org.

### Online Training Courses

To begin your online training, please click the title of your assigned training:

The screenshot shows a list of training courses. The first course is highlighted with a green checkmark icon:

- Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 01/08/2021  
Due: 01/22/2021

Below this, there is a section for "Other Languages Available (You may change versions)" with the option: "Protecting God's Children® Online Awareness Session 3.0 (Spanish)".

Within the red boxes, please click on each link to complete the required compliance items presented.

Within the “**Background Checks**” box, you will need to complete the “Needed Child Abuse History Clearance” and, if required, the “Needed FBI Clearance.”

If presented with this “**Required Documents**” box, you must complete the **Needed Mandated Reporter Training**. This training will take up to **three hours**. Once you click within the box, please click on the **Mandated Reporter Training** link to begin the process.

If you have any questions regarding the Background Checks or Required Documents, please contact your Site Administrator within the **Contacts** box. Thank you!

This screenshot is identical to the one above, but with red circles highlighting the "Background Checks" and "Required Documents" sections to indicate where the user should click to complete compliance items.



Diocese of Pittsburgh

[www.diopitt.org](http://www.diopitt.org)

Secretariat for the  
Protection of Children,  
Youth and Vulnerable Adults

Office of Compliance

Office of Victim Assistance  
Ministries

## Please consider the following...

The VIRTUS<sup>®</sup> Protecting God's Children for Adults program includes videos of convicted sex offenders describing the methods they use to lure and abuse children. The videos also include stories of abuse. For **persons with a history of abuse**, watching these videos may cause a resurgence of memories and strong emotions that some find detrimental to healing. All volunteers involved with children, and all employees of Catholic Schools & Parishes in the Diocese of Pittsburgh are required to have a VIRTUS<sup>®</sup> account and complete safe-environment credentialing. Persons with a history of abuse may request an alternative training module. The alternative training is a paper packet that will be sent to you for self-study. This is a written script of the VIRTUS<sup>®</sup> (live & on-line) sessions, but does not contain perpetrator or victim stories. When requesting this training, you will not be asked about your personal history.

### You can request this training by calling:

- ◆ Phyllis Haney, Director of Compliance at 412-456-3093 ext. 3656 **or**
- ◆ Laetitia Bridges, Director of Victim Assistance at 412-456-3093 ext. 3712

Upon completion of the alternative trauma sensitive material, **sign** the acknowledgment page which will be mailed along with your packet and return to your parish Safe Environment Coordinator.



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All persons who have direct contact with students, whether as an employee, coach, moderator, or volunteer **MUST** obtain the following clearances **BEFORE** they assume their duties. **No exceptions will be made to this policy.**

**Please note: Clearances do not transfer from outside of the Diocese. For new employees, clearances must be dated within 3 months of hire date. If they are past 3 months you need to get new clearances. If you are going from a volunteer to paid employee position, you must renew your PA Child Abuse and FBI Fingerprints. If you are transferring from one Diocesan entity to another, the clearances will transfer. All steps must be completed within 3 months of the submission of your application or it will be archived.**

All paid employees and volunteers must:

1. Register on the Diocesan Database:

- Go to [www.virtus.org](http://www.virtus.org) and follow the registration instructions for School Employees/Volunteers, attached to this document.
- The access code to register is **PROTECT**. Your primary site will be Pittsburgh: Central Catholic High School. *Note: If you are paid through Central Catholic Boosters, you are considered an employee.*

2. Pennsylvania Child Abuse History Clearance

- To obtain the Child Abuse History Clearance go to <https://www.diopitt.org/school-employee> and follow bullet point number 2. You may elect to do a paper application or an online application.
- When the results are available, print and return a copy to [bchu@centralcatholics.com](mailto:bchu@centralcatholics.com). This must be renewed every 5 years.

3. FBI Federal Background Check

- If you are a volunteer, complete the Volunteer Request for Waiver and return to [bchu@centralcatholics.com](mailto:bchu@centralcatholics.com). This is for volunteers who have lived in Pennsylvania for 10 consecutive years. For those volunteers who have not lived in the state of Pennsylvania for at least 10 years, you will need to register your fingerprints (<https://uenroll.identogo.com/> code: 1KG6TR

- If you are a paid employee you are required to get fingerprinted. To obtain them, register and schedule an appointment on the Indento-go website, <https://uenroll.identogo.com/> using code **1KG6TR**

- Paid employees must renew their fingerprints every 5 years.

#### 4. Act 126 Mandated Reporter Training

- This is now Diocesan requirement for all volunteers and employees. The course may be taken online. (You will need to register first, if you have not already have taken the course before):

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=\\_91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_91_1)

- Print your certificate and return to [bchu@centralcatholicchs.com](mailto:bchu@centralcatholicchs.com)
- This must be renewed every 5 years.

#### 5. Protecting God's Children for Adults Course

- The course may be taken in person or online. It will need to be renewed every 3 years.
- The link for the online course is through your Virtus account.
- If you choose to do the course in person, please register through your Virtus account.
- Once completed, print your certificate and return to [bchu@centralcatholicchs.com](mailto:bchu@centralcatholicchs.com)

#### 6. Act 24 Clearance

- **\*\*This is for new hires that are going to be paid only, even if you are being paid through Central Catholic Boosters.**
- Please fill out and sign the form and submit it to [bchu@centralcatholicchs.com](mailto:bchu@centralcatholicchs.com)

#### 7. Act 168 Clearance

- **\*\*This is for new hires that are going to be paid only, even if you are being paid through Central Catholic Boosters.**
- Compete and sign Section 1 for **each employer where you were paid to work with minors**. If you have not worked with minors, please check no applicable employment in the checkbox in the top right of employer information section and continue to fill out Section 1.
- Return the form to Central Catholic and we will mail out to previous employers to complete Section 2.

**\*\*\*Additionally, all athletic coaches (paid and volunteer) must receive Concussion and Sudden Cardiac Arrest Training. These videos must be viewed yearly and certificate submitted to Rick Capretta.**

**\*\*\*Effective July 15, 2016 all PIAA coaches must complete a Coaching Principles Course and First Aid Course**



**DIOCESE OF PITTSBURGH  
DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS**

**Required by the Child Protective Service Law  
23 Pa. C.S. Section 6344.2  
(relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a background check through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have **NEVER** been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have **NEVER** been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

Chapter 25 (relating to criminal homicide)  
Section 2702 (relating to aggravated assault)  
Section 2709 (relating to stalking)  
Section 2901 (relating to kidnapping)  
Section 2902 (relating to unlawful restraint)  
Section 3121 (relating to rape)  
Section 3122.1 (relating to statutory sexual assault)  
Section 3123 (relating to involuntary deviate sexual intercourse)  
Section 3124.1 (relating to sexual assault)  
Section 3125 (relating to aggravated indecent assault)  
Section 3126 (relating to indecent assault)  
Section 3127 (relating to indecent exposure)  
Section 4302 (relating to incest)  
Section 4303 (relating to concealing death of child)  
Section 4304 (relating to endangering welfare of children)  
Section 4305 (relating to dealing in infant children)  
Section 5902(b) (relating to prostitution and related offenses)  
Section 5903(c) or (d) (relating to obscene and other sexual material and performances)  
Section 6301 (relating to corruption of minors)  
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current background checks obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation. The cost of background checks shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my background checks.

**I HEREBY SWEAR/AFFIRM THAT THE INFORMATION AS SET FORTH ABOVE IS TRUE AND CORRECT. I UNDERSTAND THAT FALSE SWEARING IS A MISDEMEANOR PURSUANT TO SECTION 4903 OF THE CRIMES CODE.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_