

### **What if I move or change parishes?**

VIRTUS® training and the Selection.com background checks are portable parish to parish within the Archdiocese of Cincinnati. VIRTUS training is even portable diocese to diocese. Simply add locations to your profile on the VIRTUS® website.

Teachers and Archdiocesan employees must be re-fingerprinted every 5 years in accordance with Ohio state law and/or Archdiocesan policy.

### **What if I do not keep up with my monthly VIRTUS® Bulletins?**

It is vital that all employees and volunteers keep up with the monthly VIRTUS® bulletins. The policy of the Archdiocese of Cincinnati is that any person who is more than 3 monthly bulletins behind loses permission to work with children.

Archdiocesan policy states that in order for those people to regain permission to work with children, they will have to catch up on their bulletins and re-take the 3 hour in-person training.

All monthly bulletins, past and present can be accessed through the “Training” tab on [www.virtus.org](http://www.virtus.org)

### **Reporting**

If you or someone you know has been abused at any time by an agent of the Archdiocese of Cincinnati (priest, deacon, employee or volunteer), the Archdiocese urges you to report the abuse to the Victims’ Assistance Coordinator of the Archdiocese at 513-421-3131 x1 or 1-800-686-2724 as well as to the civil legal authorities in the county where the abuse occurred.

**Greene County Children’s Services**  
.....937.562.6600  
From Dayton..... 937.427.2883  
(After Hours) ..... 937.879.4357  
From Fairborn..... 937.878.1415  
(After Hours) ..... 937.372.4357

**Montgomery County Children’s Services**  
.....937.224.5437

### **Further Safe Environment Questions?**

Joe Ollier  
Safe Environment Coordinator  
Church of the Ascension  
Phone: 937-253-5171 x111  
E-mail: [jollier@ascensionkettering.org](mailto:jollier@ascensionkettering.org)

Tom Coz  
Safe Environment Director  
Archdiocese of Cincinnati  
(513) 421-3131



## **Requirements and FAQs**

*One of the greatest responsibilities adults ever face is the protection of children under their care. That is a duty that falls heavily upon those who minister in the name of the Church because children are entrusted to us in so many ways – in schools, in religious education, in Scouting, on field trips and in sports. Parents have a right to expect that their children are as safe as humanly possible in all of these situations*  
*Archbishop Schnurr*

## Protecting Our Children

Effective June 18, 2012, the Archdiocese of Cincinnati began doing all its Child Protection training through **VIRTUS® Child Awareness Sessions**. Effective January 1, 2014, background checks are done online through **Selection.com**.

This brochure will give you some important information about the Archdiocesan Child Protection requirements and how Ascension is implementing those requirements.

### What is VIRTUS®?

VIRTUS® is a national child protection program now in use in almost 200 dioceses across the country. The program includes both an in-person Awareness Session and an on-line monthly follow-up. Each Child Awareness Session lasts 3-3½ hrs. The online portion consists of monthly bulletins with questions that must be read and answered in order to stay compliant with the Archdiocesan Child Protection requirements.

### Who is required to attend VIRTUS®?

All people who intend to work or volunteer in any of the Archdiocese of Cincinnati parishes, schools, or institutions, must attend a VIRTUS® Child Awareness Session for the Decree on Child Protection before they are approved to work with children.

### How do I register to attend a VIRTUS® session?

Go to [www.virtusonline.org](http://www.virtusonline.org) and use the Registration link to set up your profile and register for an upcoming session. Make sure to indicate Ascension as one of your locations. We only receive information about those individuals who are affiliated with our own parish.

### Who is required to register with Selection.com?

All people who intend to work or volunteer in any of the Archdiocese of Cincinnati parishes, schools, or institutions, must register with Selection.com before they are approved to work with children. **As of January 1, 2014, all new VIRTUS® registrations will include registration with Selection.com.**

All those whose fingerprints or background checks are **over 5 years old** as of January 1, 2014 will need to register with Selection.com and will be given a weblink to register at that website.

### How do I complete a background check through Selection.com?

For those registering for a VIRTUS class, the background check is part of the registration process. For those who have already taken a VIRTUS class, there is a link to Selection.com on your VIRTUS homepage.

### Who needs to be fingerprinted?

ONLY people who are **employed** in any of the Archdiocese of Cincinnati parishes, schools, or institutions must be fingerprinted at an approved location to initiate a required background check.

### Who pays for the Background Check?

Ascension will pay for your background check only if you are a volunteer or employee of Ascension. We will provide you with an individualized payment code to be used during VIRTUS® and/or Selection.com registration.

### How long does it take for a Background Check to be approved?

Background checks made through Selection.com take less than 5 minutes. Background checks generated through fingerprinting will take up to 3 weeks to be returned to us approved. Please be aware of this timeframe. Adults must have a valid, **approved** background check in order to have contact with children.

### What Next?

Once the Archdiocese of Cincinnati has received a clear background check **and** confirmation that you have attended a VIRTUS® Child Awareness Session for the Decree on Child Protection, the information will be provided to Ascension and any other location(s) you indicate on the VIRTUS® website. **No information will be provided to Ascension until both processes are completed.**